



## Workplace Bullying: Summary Letter

[NOTE: ANY TEXT IN THIS FORMAT IS A GUIDE]

[Date]

[Name of Complainant] [Name of Respondent]  
[Name of Organization]

Re: [Workplace Bullying] Complaint

Dear [X]

### [BACKGROUND]

This letter is a summary of my findings related to the investigation into allegations of [workplace bullying] that you raised in the [informal] [formal] complaint form filed on [Date]. In the complaint it was alleged that the respondent, [X] of [X] location [include allegation information].

[ADDITIONAL BACKGROUND – may be warranted depending on complaint]  
[e.g. nature of complaint may have been previously reported/addressed]

The [Name of Organization] is committed to maintaining a working environment that is respectful of everyone. Consequently, the Workplace Bullying Procedure is intended to provide a greater awareness of the value of establishing and maintaining respectful working environments and of responsiveness to the damaging effects of workplace bullying. Procedures have been developed to ensure that concerns attributed to workplace bullying in any form are dealt with quickly.

### [The INVESTIGATION]

It was identified in the course of this investigation that: [can the issues be broken up into themes or areas of concern – i.e. process, procedural, communication, differences of opinion, ineffective problem solving, interpersonal conflict...]

### OPTIONAL LANGUAGE TO EXPAND:

- In conducting a comprehensive inquiry into these allegations, my findings would support [X]
- My investigation does not support [X] on the grounds
- This investigation into the allegations of [X] reveals [X]

### [FINDINGS OF FACT]

In conducting a comprehensive inquiry into these allegations, my findings indicate that based on a balance of probabilities that there was [was] or [was not] an incident of [workplace bullying].

[In summary,]

[CONCLUSIONS]

[General re. Code of conduct]

It is my expectation that you will work co-operatively and collegially with all staff and:

- show compassion and kindness towards others
- work collaboratively with others for a common purpose
- be truthful, trustworthy and sincere in your speech and actions
- treat everyone fairly and equitably
- be accountable and reliable in your actions and commitments

When differences of opinion occur, I expect that both you and [X] will work towards establishing a respectful and appropriate way to interact – specifically:

I am hopeful that these new measures and a collective commitment to focus on the needs of employees will afford the necessary interventions to restore a healthy climate for working.