

# Behaviour Self-Audit Checklist

A self-audit checklist is a useful tool to reflect on your behaviour or situation. It does not need to be recorded or shared with anyone else unless you choose to do so.

## Here are some questions you may ask yourself.

- Would other people consider my behaviour to be offensive, humiliating or threatening?
- Is this behaviour repetitive?
- Can my communication style be perceived as offensive, humiliating or threatening?
- Can the tone or volume of my voice be perceived as offensive, humiliating or threatening?
- Can my body language be perceived as offensive, humiliating or threatening?
- Can the way I interact with staff be perceived as offensive, humiliating or threatening?
- When I feel stressed, annoyed or anxious, do I behave in a way that can offend, humiliate or threaten others?
- Do I ignore people or use the “silent treatment”?
- Can my management style be perceived as offensive, humiliating or threatening?
- Is the way I provide feedback on work performance unreasonable or could it be perceived as overly critical?
- Could the expectations I have of others people’s work performance be perceived as impossible to achieve?
- Have I excluded anyone from meetings or essential information?
- Have I been accused of bullying in the past?
- If I need to speak to a team member about an issue can I resolve the situation by speaking to the person directly?
- To provide feedback, do I need another person present?
- Should I seek support from my employer, supervisor, or an external organisation to make sure I’m following correct guidelines?

## If you tick any of the boxes above:

- Reflect on your behaviours
- Consider if these behaviours need to change
- Ask for help from your employer or supervisor
- Ask for assistance from your HR advisor, professional indemnity or industry association
- [Fairwork](#) have a number of resources available

