

FOR PSA MEMBERS: KWAZULU-NATAL

28-08-2023

Encouraging Professionalism and Reporting Bullying

The PSA would like to emphasise the importance of displaying professionalism in all work activities. Professionalism not only sets a positive tone but also fosters a healthy and respectful environment for everyone. The PSA encourages all members to adhere to the following guidelines:

- **Respectful behavior:** Treat all colleagues, superiors, and subordinates with respect, regardless of their position or background. This includes using appropriate language, maintaining a polite and considerate attitude, and listening attentively to others.
- **Effective communication:** Communicate clearly, professionally, and effectively. Avoid engaging in office gossip, spreading rumors, or using derogatory language. Seek to resolve conflicts through constructive dialogue rather than resorting to unprofessional methods.
- **Dress code:** Follow the company's dress code policy, if applicable. Dress appropriately and ensure your appearance reflects professionalism and respects the sensibilities of your colleagues, clients, and the workplace culture.
- **Accountability:** Take responsibility for your work and deliver it with dedication and excellence.
- **Meet deadlines, fulfill commitments, and consistently strive for personal and professional growth.**

Furthermore, the PSA also strongly encourages members to report any incidents of bullying in the workplace. The PSA is committed to maintaining a safe and inclusive environment for all, and bullying undermines this goal.

If you experience or witness any form of bullying, please take the following steps:

- **Document the incidents:** Keep a record of the dates, times, locations, and details of each bullying incident. Include any individuals involved and describe the actions or behaviors that took place.
- **Report to a superior:** Share your concerns with a trusted supervisor, manager, or human resources representative. Provide them with documented information and seek their guidance on how to address the situation.
- **Confidential helpline:** If you prefer an alternative route, organisations often provide confidential helplines or reporting channels to report workplace issues. Utilise these resources to ensure your complaint is heard and addressed appropriately.

- Support networks: Consult with trusted colleagues, mentors, or friends to seek advice or emotional support during this process. Remember, you are not alone, and support from others can be invaluable.

By upholding professionalism and actively reporting bullying, we can nurture a positive workplace culture that values respect, collaboration, and personal growth. Together, let's create an inclusive environment where everyone can thrive.

Members can submit enquiries or requests for information on joining the PSA to the following PSA Provincial Organizers: Xolani Dlamini - 073 813 9645, Cynthia Mbali - 082 880 8994, or Nkosephayo Zulu - 082 880 8994.

GENERAL MANAGER