



Bullying Policy

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Context

Workplace bullying can adversely affect the psychological and physical health of a person. Workplace bullying is a psychological hazard that has the potential to harm a person, and it also creates a psychological risk as there is a possibility that a person may be harmed if exposed to it. If effective control measures are put in place to address and resolve workplace issues early, a workplace can minimise the risk of workplace bullying and prevent it from becoming acceptable behaviour in the workplace.

Legislative Provisions

Anti-Discrimination Board

<https://www.antidiscrimination.justice.nsw.gov.au/>

SafeWork NSW

www.safework.nsw.gov.au

Our Commitment

We are committed to providing a safe and healthy workplace free from bullying. Staff are protected by this policy whether they feel bullied by another staff member, parent, student, contractor or member of the public.

We will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially. This policy will be made available to all staff members. New staff will be given a copy of this policy at their induction. Our Principal/CEO will remind staff of the policy from time to time.

Expected Workplace Behaviours

Under work health and safety laws, workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

We expect people to:

- Behave in a responsible and professional manner;
- Treat others in the workplace with courtesy and respect;
- Listen and respond appropriately to the views and concerns of others; and
- Be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours;
- During work activities, for example when dealing with staff or parents;
- At work-related events, for example at conferences and work-related social functions; and
- On social media where staff interact with colleagues or parents and their actions may affect them either directly or indirectly.

What is workplace bullying?

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

What is not workplace bullying?

Reasonable management action taken by the Principal/CEO to direct and control the way work is carried out is not workplace bullying if the action is carried out in a lawful and reasonable way, taking the particular circumstances into account.

What can you do?

If you feel you are experiencing or witnessing workplace bullying, and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue promptly with the Principal/CEO.

How we will respond

If workplace bullying or unreasonable behaviour is reported or observed we will take the following steps:

- The Principal/CEO will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
- If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
- All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
- There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith may result in disciplinary action.

Consequences of breaching this policy

Appropriate disciplinary action may be taken against a person who is found to have breached this policy. The action taken will depend on the nature and circumstance of each breach and could include:

- A verbal or written apology;
- One or more parties agreeing to participate in counselling or training;
- A verbal or written reprimand; or
- A demotion or dismissal of the person engaging in the bullying behaviour.

If workplace bullying has not been substantiated

If an investigation finds workplace bullying has not occurred or cannot be substantiated, we may still take appropriate action to address any workplace issues leading to the bullying report.