

**WORKPLACE BULLYING**

<b>STANDARD:</b>	<b>1.6</b>
<b>EFFECTIVE DATE:</b>	<b>15/1/2006</b>
<b>REVIEW PERIOD:</b>	<b>ANNUAL</b>
<b>APPROVED BY:</b>	<b>CEO/BOD</b>
<b>RESPONSIBILITY:</b>	<b>ALL STAFF</b>
<b>DISTRIBUTION:</b>	<b>ALL STAFF</b>
<b>VERIFICATION:</b>	

**PURPOSE:**

To ensure that employees are treated equitably and not subject to workplace bullying.

**DEFINITION:**

**What is workplace bullying?**

“The repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice.”

(Department of Education, Training and Industrial Relations,  
Workplace Bullying - A Workers Guide)

- In other words, bullying is behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, visitors to the facility or residents.
- Bullying behaviour may be part of the culture at the workplace (e.g. some “initiation” practices), but if the behaviour offends you, then it is not appropriate.
- Bullying can take place between
  - a worker and a manager (or supervisor)
  - co-workers.

Examples of workplace bullying

- teasing or regularly being made the brunt of pranks/practical jokes
- belittling opinions or constant criticism

- yelling, screaming, abuse, offensive language, insults, inappropriate comments about your appearance, personal life or lifestyle, slandering you or your family.
- tampering with your personal effects or work equipment
- displaying written or pictorial material which degrades or offends you

***POLICY:***

- The facility is an equal opportunity employer.
- The Management of The facility does not tolerate any form of workplace bullying.
- Disciplinary action will be taken against anyone (where it can be substantiated) who demonstrates workplace bullying within the workplace.
- Discipline may involve a warning, transfer, counseling, demotion, or dismissal, depending on the circumstances.
- All employees have the right to work in an environment free from workplace bullying, under the Workplace Health and Safety Act 1995.
- Workplace bullying undermines proper working relationships and causes low morale, absenteeism and resignations.
- Any complaint of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

***PROCEDURE:***

**What you can do about workplace bullying.**

Workplace bullying may be difficult to define and prove. It is therefore important to keep a diary of events recording:

- incident, in as much detail as possible
- the names (and addresses) of people willing to support your claims.

The diary can assist you at a later date to prove your case and may be seen as valid evidence in a tribunal or court of law.

1. You may choose to speak directly to the alleged bully. Inform them that you object to their bullying behaviour. This may solve the problem in the first instance.
2. You may approach the contact person(s) for advice, support and assistance in the matter. Your contact people are any elected member of the Organisations Occupational Health and Safety Committee.

3. You may choose to make a written complaint to the management of the facility.
4. Contact your union for advice.
5. When bullying involve acts such as sexual harassment or discrimination a claim may be lodged under the Anti-Discrimination Act, 1991

In this case a complaint may be made to the New South Wales Anti-Discrimination Commission and Human Rights and Equal Opportunity Commission:

Sydney

Telephone: (02) 9318 5444

**The facility is committed to providing an environment which is safe for all employees. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.**

Signed:..... (Chief Executive Officer.) Date: ...../...../.....

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**Acknowledgments:-**

1. Department of Education, Training & Industrial Relations, Division of Workplace Health and Safety, (1998) *Workplace Bullying – A Workers Guide.*
2. I G Bennett & Associates Pty Ltd, Employee Relations & Human Resource Consultants, 07 3229 6030
3. James Underwood & Associates Pty. Ltd.