	WORK PLACE BULLYING POLICY	Version No:	2.1
		Issued:	October 2015
		Next Review:	July 2019

INTRODUCTION

The Work Health and Safety Act, 2012 says that it is the responsibility of the employer to provide a safe workplace for all employees and that no worker should be at risk in the workplace.

If a worker's health and well being is affected, or they become ill, stressed or are away from work because of bullying then there are laws to help stop the problem.

If the bullying involves physical harm or the threat of physical attack, then there are criminal laws to help protect workers.

Persons bullied on the basis of gender, race or ethnic background, disability, sexual preference, marital status, pregnancy or age, are protected by the Equal Opportunity Act.

DEFINITION

Bullying is repeated unreasonable behaviour directed toward an employee or a group of employees that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- ◆ Verbal abuse
- ◆ Humiliating someone through sarcasm or insults
- ◆ Intimidation
- ◆ Be-little staff in front of peers/subordinates
- ◆ Giving someone the majority of unpleasant tasks
- ◆ Continuously threaten you
- ◆ Constantly look over your shoulder while you do your work
- ◆ Call you names, tease, insult or generally make fun of you
- ◆ Always tell you that you are not doing a good job
- ◆ Make you feel kept apart and keep you away from the group
- ◆ Make you feel afraid and worried
- ◆ Deliberately not include you in workplace activities
- ◆ Spread gossip about you
- ◆ Give you an unreasonable amount of work to do
- ◆ Hide your belongings or tools

It is a condition of employment that all employees behave in a professional manner and treat each other with dignity and respect while they are at work.

Workplace bullies come in all shapes and sizes. They can be managers, supervisors or other workers.

Bullies can harass one person or a group of people.

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POLICY


It is the responsibility of the Chief Executive Officer to take all reasonable steps to ensure that the work environment is free of workplace bullying.

Acts of workplace bullying by one employee, or a group of employees against another employee, or group of employees will not be tolerated.

As part of this policy Council will:

- ◆ Appoint a workplace bullying officer.
- ◆ Establish procedures.
- ◆ Provide training in the implementation of policies and procedures.
- ◆ Monitor the workplace for signs of bullying.
- ◆ Investigate all indications of workplace bullying.
- ◆ Act immediately and firmly to address workplace bullying issues.

Adopted by Council	May 2004
Reviewed and updated	November 2006
Reviewed and Updated	14 October 2015

SIGNED:	 Responsible Officer Date: <u>8 / 12 / 2015</u>
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