BULLYING AND HARASSMENT POLICY

SALESIAN COLLEGE
CHADSTONE EST.1957

POLICY STATEMENT

Salesian College Chadstone is committed to providing and maintaining, so far as is practicable, a working environment that is free from all forms of bullying and harassment and is safe and without risks to health.

POLICY SYNOPSIS

The College is committed to providing and maintaining an environment free of bullying and harassment but also to ensuring all members of the community are aware that bullying and harassment are not tolerated.

Although bullying and harassment are defined under "Definitions" below, this policy also outlines forms of bullying and harassment and provides examples and guidance on what constitutes bullying and harassment.

VERSION CONTROL

Prepared by	Business Manager
Version	1.2
Approved by	Salesian College Board
Approval date	November 2025
Next review	August 2027

ISSUE HISTORY

Date Modified	Modified by	Version	Details
19/07/22	HR, Risk & Compliance Manager	1.0	New incorporated format, Anti-Bullying resources and related policies updated – approved by Salesian College Board 26 July 2022
05/10/2022	Executive Assistant to the Principal	1.1	Formatting update
1/10/2025	Risk & Compliance Mgr.	1.2	Cyclical Review

RATIONALE

Our Salesian Charter requires us to foster relationships based on genuine affection, openness and acceptance of others, a spirit of joy and hope and positive and inclusive relationships.

Each member of the College's community is important, valued and respected and we therefore foster a safe environment where every member of the community is able to perform their role in a competent and rewarding manner and free from all forms of bullying or harassment.

Workplace bullying and harassment, amongst other things, may amount to conduct that constitutes a breach of the Occupational Health and Safety Act (Vic) 2004 (OHS Act).

SCOPE

This policy impacts on the College, its Board, the Leadership Team, managers / supervisors, staff, students, contractors and visitors. It applies to all activities conducted at the College and College activities held elsewhere.

POLICY

Salesian College Chadstone is committed to providing and maintaining a working environment that is free from all bullying and harassment and consistent with legislative requirements and the vision, mission and values of the College. The College is committed to building and nurturing a workplace that are free from bullying and the expectation that all Staff uphold professional standards of conduct, and do not engage in or condone bullying behaviours and practices.

Forms of Bullying and Harassment

Bullying and harassment can occur between:

- Employee and employee
- Student and student
- Employee and student
- Student and employee
- Parent and employee
- Employee and parent
- Parent and Student
- Student and parent

Bullying and harassment can also occur between others in an area under the control of the College. In any of the above circumstances, when addressing bullying, all employees, students and others are required to follow the College's bullying and harassment procedure when dealing with bullying and harassment in all areas under the control of the College.

Workplace Bullying

Examples of workplace bullying may include:

- Verbal abuse, yelling, screaming
- Excluding or isolating employees/students/others
- Assigning meaningless tasks or giving employees/students/others impossible assignments
- Continually criticising someone
- Sabotaging someone's work or their ability to do their job by withholding vital information and resources
- Belittling someone's opinions
- Unexplained job changes
- Failure to give credit where it is due
- Taking credit for someone else's work

However, reasonable management actions performed in a reasonable way will not normally constitute workplace bullying. Reasonable management actions include:

- Setting performance goals, standards and deadlines
- Allocating work to an employee/student/other person
- Deciding not to select an employee for promotion
- Informing an employee about unsatisfactory work performance
- Informing an employee about inappropriate behaviour or providing constructive feedback
- Implementing organisational changes
- Performance management processes

It should also be noted that a single incident of bullying-style behaviour may not constitute workplace bullying. However, this policy is clear that the College acknowledges its general duty

to provide a safe workplace and accordingly, such instances of single incident bullying-style behaviour will not be ignored or condoned.

HARASSMENT

Harassing conduct includes:

- Epithets; slurs; negative stereotyping; or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability (including jokes or pranks that are hostile or demeaning with regard to race, colour, religion, gender, national origin, age, position or disability)
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, position or disability and that is displayed on walls, bulletin boards, or other locations on your premises or circulated in the workplace

The reasonable person standard.

In determining if conduct that has taken place is actually harassing conduct, the way to determine it is to use the "reasonable person" standard i.e. if a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive, then it is probably harassment.

The reasonable person standard includes consideration of the perspective of persons of the same race, colour, religion, gender, national origin, age, position or disability as the harassment victim. For example, if a female employee complains of harassment, make sure in applying this test that you take the perspective of a woman, not a man. If, in the perspective of another woman, you would find this conduct harassing, it probably is.

Although harassing conduct must be objectively viewed as creating a hostile work environment to be unlawful, the subjective perception of the particular harassed employee is still significant. If the employee does not perceive the work environment to be hostile because of that conduct, the conduct is not unlawful harassment.

Sexual Harassment

Sexual harassment is specifically prohibited because it is unlawful and against the College's values and policies. In addition, the College is responsible for taking action against sexual harassing conduct. Salesian College will take action regardless of whether the specific acts complained of were sanctioned or specifically forbidden, and whether the College knew (or should have known) of their occurrence.

Any employee who engages in harassing behavior is subject to processes for dealing with employment concerns under our Employment Agreement.

Sexual harassment can involve physical, verbal or non-verbal conduct of a sexual nature, which is uninvited and unwelcome. Sexual harassment creates an intimidating and hostile environment which is unacceptable and will not be tolerated. There are many types of sexual harassment. Examples include:

- Sexual or suggestive comments
- Offensive jokes
- Repeated questions about personal life
- Offensive hand or body gestures
- Sending offensive correspondence
- Innuendos directed at an individual
- Pressure for sexual activity
- Remarks about a person's body or clothing
- Unwanted messages, letters, calls, emails or gifts

- Unwelcome requests for dates
- Inappropriate physical contact or comments

Sexual harassment is illegal and considered by the College as behaviour contrary to the teachings of Christ and the spirit of St. John Bosco. The College values the diversity of its community and encourages an attitude of respect for the rights of all.

Sexual harassment can be both intended or unintended. Sexual harassment is deemed to have occurred when a reasonable person would arrive at the conclusion that actions or words would be deemed so.

Guidelines

The College has procedures to deal with all bullying and harassment complaints. All reports are treated seriously and investigated promptly, confidentially and impartially. All employees, students and other people are encouraged to report any bullying or harassment wherever it occurs in an area under the control of the College. Subject to the nature of any incident, the College may be required to report that conduct (and person concerned) to the Victorian WorkCover Authority (WorkSafe) for formal investigation under the OHS Act.

In applying this policy, the College Leaders undertake to:

- model appropriate standards of behaviour
- take steps to educate staff on their obligations under this policy
- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce workplace behavioural standards
- ensure appropriate action is taken in respect of complaints.

When a complaint is made, the College will:

- aim to resolve complaints of bullying promptly and endeavour to ensure that any unacceptable behaviour stops
- respond to complaints or reports of bullying in a sensitive, fair and timely manner.

Where to go for Further information

- The Principal, Assistant Principal, Strategy and Organisation and the Human Resource Manager
- Any other College employee you consider appropriate
- The Victorian WorkCover Authority's "Guide to Workplace Bullying – Prevention and Response' available on their website www.worksafe.vic.gov.au
- Independent Education Union – Victoria and Tasmania Representative
- Alannah & Madeline Foundation - https://www.amf.org.au/

Employee Assistance Program

The College fosters an environment where employees are able to perform their professional role in a competent and rewarding manner. Each employee is important, valued and respected. However, from time to time, an employee may require information or support to assist in dealing with a difficult issue. Salesian College is a member of ACCESS (assistance to companies caring for their employee's social situations) which provides free assistance to employees and their immediate families for up to six consultations per annum.

Employees requiring assistance under this program should call 1300 667 700 or visit the website at www.accessprograms.com.au .

RESPONSIBILITIES

Responsibilities of Employees in Leadership Positions at the College

Employees in leadership positions at the College have a key role to play in preventing workplace bullying and in responding promptly and dealing fairly with any instances of bullying and harassment that (by whatever means) come to their attention. These responsibilities include:

- Ensuring staff and students understand their responsibilities and are made aware of this College's policy
- Taking immediate action to stop workplace bullying and harassment if it is observed
- Report complaints
- Ensuring staff are not victimised as a result of lodging a bullying or harassment complaint (refer to Whistleblower Policy)
- Ensuring that their own behaviour is free from bullying and harassment
- Monitoring to reduce the risk of bullying and harassment occurring or recurring in their area

Acting in accordance with this policy**Responsibilities of Employees**

- Treat others fairly and with respect at all times
- Comply with this policy
- Take a firm stand so that what you say or do does not condone bullying or harassment by others
- Report instances of bullying or harassment
- Offer support to those experiencing bullying or harassment
- Promote the importance of acting against bullying and harassment among your colleagues.

Responsibilities of Students

- Treat others fairly and with respect at all times
- Comply with this policy
- Not engage in any bullying or harassment conduct towards other students, staff or any other person at the College or during any College activity
- Report instances of bullying or harassment to an appropriate person at the College

DEFINITIONS

Workplace bullying	Repeated, unreasonable behaviour directed toward an employee, or group of employees, or a student or group of students, or toward another person or group of people who are in an area under the control of the College, and which creates a risk to health and safety.
Repeated unreasonable behaviour	Repeated behaviour that a reasonable person, having regard to all of the circumstances would expect, and is usually associated with victimisation, humiliation, undermining or threatening behavior.
Behaviour	Includes actions, or words, of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining or threatening.
Risk to health and safety	Includes risk to the mental or physical health of a person.
Harassment	Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's (or that person's relatives', friends', or associates') race, skin colour, religion, gender, sexuality, national origin, age, position or disability, and that: • has the purpose or effect of creating an intimidating, hostile, or offensive work environment

	• has the purpose or effect of unreasonably interfering with the individual's work performance • otherwise adversely affects the individual's employment opportunities
Sexual harassment	Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and /or intimidated, where a reasonable person would anticipate that reaction in the circumstances.
Employment Agreement	Victorian Catholic Education Multi-Enterprise Agreement 2022 and pending agreement 2026

PRINCIPLES

Salesian College:

1. Expects that the actions, attitudes and behaviour of all members of the College Community will contribute to building a safe and supportive environment which is free from sexual harassment including the reporting of inappropriate behaviours
2. Believes that education about sexual harassment is central to its prevention
3. Undertakes to investigate fully any complaints of sexual harassment seriously and sympathetically and act in accordance with the Complaints Policy

RELATED POLICIES

- OH&S Act 2004 & Regulations 2017
- OHS Policy on the Salesian College website
- Student Pastoral Care and Management Policy (not available on the Salesian College website).