

POLICIES AND PROCEDURES

POLICY ON BULLYING

Rationale

Salesian College Chadstone wishes to foster an environment where employees are able to perform their professional role in a competent and rewarding manner free from all forms of bullying or harassment. Each employee is important, valued and respected.

To that end Salesian College Chadstone is committed to providing for all employees, students and other people who, for whatever reason, are in an area under the control of Salesian College Chadstone, a working environment where bullying will not be tolerated and where people can be productive without interference from bullying in all areas under the control of Salesian College Chadstone.

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

Policy

Salesian College Chadstone is committed to providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risks to health.

Definitions

Workplace bullying is **“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 Salesian College Chadstone, and which creates a risk to health and safety”**. Within the definition, the highlighted words have the following meaning:

- **“repeated unreasonable behaviour”** means 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 behaviour, and
- **“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, and
- **“risk to health and safety”** includes risk to the mental or physical health of a person.

Some examples of workplace bullying are:

- verbal abuse, yelling, screaming; or
- excluding or isolating employees/students/other people; or
- assigning meaningless tasks or giving employees/students/other people impossible assignments; or
- continually criticising someone; or
- sabotaging someone’s work or their ability to do their job by withholding vital information and resources; or
- belittling someone’s opinions; or
- unexplained job changes; or
- failure to give credit where it is due; or
- taking credit for someone else’s work.

The above list is intended to be illustrative and is by no means exhaustive.

However, **reasonable management actions performed in a reasonable way will NOT USUALLY constitute WORKPLACE BULLYING.**

Reasonable management actions may include:

- Setting performance goals, standards and deadlines;
- Allocating work to an employee/student or other people;
- 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; or
- Performance management processes.

It should also be noted that a single incident of bullying-style behaviour may not constitute workplace bullying. However, this POLICY makes it clear that Salesian College Chadstone 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.

Guidelines

Salesian College Chadstone has formal PROCEDURE(s) to deal with bullying. ALL reports will be treated seriously and investigated promptly, confidentially and impartially and all employees, students and other people are encouraged to report bullying wherever it occurs in an area under the control of Salesian College Chadstone. Subject to the nature of any bullying incident, Salesian College Chadstone may be required to report that conduct (and person concerned) to the Victorian WorkCover

Authority (WorkSafe) for formal investigation under the OHS Act.

Forms of Bullying

Bullying can occur in different forms and it can occur between:

- Employee and employee; and/or
- Student and student; and/or
- Employee and student; and/or
- Student and employee; and/or
- Parent and employee; and/or
- Employee and parent; and/or
- Parent and Student; and/or
- Student and parent.

Bullying can also occur between other people who for whatever reason happen to be in an area under the control of Salesian College Chadstone. In any of the above circumstances, when addressing bullying, all employees, students and any other people in any area under the control of Salesian College Chadstone are required to follow the relevant PROCEDURE in relation to addressing bullying at. Accordingly, the (the College's) BULLYING PROCEDURE must be followed when dealing with bullying in all areas under the control of Salesian College Chadstone.

Responsibilities of Employees in Leadership Positions at the College

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

- Ensuring staff and students understand their responsibilities and are made aware of (the College's) POLICY and PROCEDURE in relation to workplace bullying;
- Taking immediate action to stop workplace bullying if he/she observes it;
- Dealing with any reported complaints in accordance with (the College's) bullying PROCEDURE(s);
- Ensuring staff are not victimised as a result of lodging a bullying complaint;
- Ensuring that their own behaviour is free from bullying; and
- Monitoring to reduce the risk of bullying occurring or recurring in your area.

Responsibilities of Employees

All employees are required to:

- Treat others fairly and with respect at all times; and
- Comply with Salesian College Chadstone POLICY and PROCEDURE(s) in relation to bullying; and

- Take a firm stand so that what you say or do does not condone bullying by others; and
- Report instances of bullying; and
- Offer support to those experiencing bullying; and
- Promote the importance of acting against bullying among your colleagues.

Responsibilities of Students

All students are expected to:

- Treat others fairly and with respect at all times; and
- Comply with Salesian College Chadstone POLICY and PROCEDURE(s) in relation to bullying; and
- Not engage in any bullying conduct towards other students, staff or any other person at Salesian College Chadstone site at any time; and
- Report instances of bullying to an appropriate person at Salesian College Chadstone.

Where to go For Further Information

- The Principal; or
- Any other (College) employee you consider appropriate; or
- The Victorian WorkCover Authority's "Guide to Workplace Bullying – Prevention and Response" available on their website www.worksafe.vic.gov.au.

Employee Assistance Program

Salesian College Chadstone 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 difficulty. Salesian College Chadstone 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.

Should an employee require assistance via this program, call 1300 667 700 or visit the website at www.accessprograms.com.au.

Information about how this Policy is to be implemented is available in the Procedures under the overall Occupational Health & Safety Policy heading in the Policy and Procedure Manual.

- ❖ Additional information and advice is available from the (OHS Manager)
- ❖ OH&S Act 2004