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BULLYING AND HARASSMENT POLICY

PURPOSE

The purpose of this policy is to document the process for the prevention and management of bullying and harassment within all service streams. Further, ##### has a responsibility to ensure effective management of aggressive behaviour, violence, bullying and harassment in the workplace through early identification and preventative measures.

SCOPE

This policy applies to all programs and activities within all service streams of the ##### and to all employees, family members, guardians Board Members, contractors, consultants and volunteers who interact with service users within the group.

This policy does not relate to the possible bullying and harassment that may occur as a result of a service user and is dealt with in other ##### policies around positive behaviour management.

POLICY STATEMENT

is committed to preventing and managing risks associated with bullying and harassment to ensure a safe environment for employees, service users, visitors, family members and volunteers.

Aggressive behaviour or behaviour provoking bullying and harassment will not be tolerated and all Managers, employees, visitors and family members must meet their responsibilities towards the prevention and management of bullying and harassment.

will ensure risk management systems are in place to prevent both the likelihood of bullying behaviours and the severity of the consequences of these behaviours.

PRINCIPLES

does not condone and will not tolerate any form of bullying or harassment in the workplace, and is committed to:

- Maintenance of a healthy and safe workplace for all employees;
- Education and prevention-oriented practices;
- Addressing bullying behaviour as soon as it becomes known or evident;
- Implementation of effective problem-solving processes to address employee concerns, whether related to individual or group behaviour.

All aspects of prevention and problem-solving processes will be fair, timely, confidential, professional, impartial, applied consistently and will aim to preserve the dignity, self-respect and rights of all parties involved.

Responses to bullying or harassment behaviour will aim to correct such identified behaviour and to prevent further occurrences or violations of this policy.

POLICY CONTEXT AND RELATED LEGISLATION

This policy should be read in conjunction with other associated ##### policies and procedures and, in particular, the Bullying and Harassment Policy Procedures.

Additionally, this policy recognises the legal and moral obligations of ##### and it has been framed around the:

- Equal Opportunity Act 1984 (WA) (as amended 2017)
- Disability Discrimination Act 1992 (Cth) (as amended 2016);
- Disability Services Act 1993 (WA) (as amended 2015)
- Sex Discrimination Act 1984 (Cth) (as amended 2016)
- Age Discrimination Act 2004 (Cth) (as amended 2016)
- Racial Discrimination Act 1975 (Cth) (as amended 2016)
- Occupational Safety and Health Act 1984 (WA) (as amended 2014)
- Australian Human Rights Commission Act 1986 (Cth) (as amended 2017)
- Workplace Gender Equality Act 2012 (Cth) (as amended 2016)
- Fair Work Act 2009 (Cth) (as amended 2017)
- National Disability Insurance Scheme Act 2013 (Cth)
- National Disability Insurance Scheme Quality and Safeguarding Framework 2016
- Federal Government's 'A New Agenda for Multiculturalism Australia 1999 - revised version 2003-2006
- Dealing with Workplace Bullying – a Worker's Guide, Safe Work Australia, May 2016
- Charter of Multiculturalism 2004 (WA)
- Standards 1, 2, 3 and 6 of the National Standards for Disability Services 2013

RESPONSIBILITIES

- ##### is responsible for ensuring the effective management within all service streams of the group of workplace aggressive behaviour, violence, bullying and harassment through early identification and preventative measures.
- The Chief Executive Officer and Executive Directors are responsible for complying with the spirit of this policy and ensuring that all employees of ##### act in good faith and in accordance with this policy

- Managers are responsible for: - acting as a role model for professional and respectful conduct; - ensuring employees have full access to information regarding this policy; - intervening immediately when inappropriate conduct has been brought to their attention; - respecting the rights of all parties to a fair, equitable and confidential process for responding to complaints; - monitoring compliance with this policy; and - reviewing this policy to ensure that it is operating effectively

- Employees are responsible for:

Employees are responsible for:

- Reporting to your manager about your concerns as soon as possible or if it relates to your direct supervisor speak with their manager
- Seeking advice from your line manager
- Contacting the Employee Assistance Program (EAP) should they wish to do so
- Discouraging bullying by others and not be involved in it yourself
- Not placing the health and safety of others at risk by engaging in bullying
- Respecting the differences of others
- Being prepared to participate in investigations
- Acting in good faith and acting with ethics, integrity, honesty and transparency always.

BREACHES OF THE POLICY

Any breaches of the Bullying and Harassment Policy could constitute a possible act of misconduct. Reference is accordingly made to ##### Employee Discipline and Termination Policy which outlines the relevant processes that may be followed if misconduct is suspected.