



PREVENTION OF BULLYING IN THE WORKPLACE POLICY

College council will review this policy every three years or as directed by DET

Date approved: August 2017

Date of next review: 2020

RATIONALE

Doncaster Secondary College is committed to providing all employees and volunteers with a healthy and safe work environment free from bullying. Research studies show that workplace bullying is a major contributing factor to high stress and low morale in the workplace. Under the *Occupational Health and Safety Act 2004*, workplaces are required to put in place strategies designed to prevent psychological injuries. Therefore, identifying bullying risk factors and putting in place appropriate preventative measures through collaboration and consultation should form an important part of the workplaces OHS risk management system.

Bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates risk to health and safety.

Bullying behaviour may involve, for example, any of the following types of behaviour:

- aggressive or intimidating conduct
- belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or 'initiation ceremonies'
- exclusion from work-related events
- unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- displaying offensive material
- pressure to behave in an inappropriate manner.

However, in order for it to be bullying the behaviour **must** be repeated and unreasonable and **must** create a risk to health and safety.

GUIDELINES

1. Doncaster Secondary College required all staff to behave in a professional manner and to treat each other with dignity and respect when they are at work.
2. Staff are required to complete DET Professional Development Programs as required.
3. Any member of staff who experiences bullying or witnesses bullying is expected to report it to an immediate supervisor member of the College Administration or to the OHS Representative.
4. A reported instance of bullying will be viewed as a very serious matter and will be investigated in a timely fashion.
5. The investigation procedures for dealing with bullying will be conducted in line with Department of Education's Guidelines for managing Complaints.
6. The OHS committee will identify, assess and implement control measures to as far as is reasonably practical to minimise bullying risk factors by identifying the bullying hazards, assessing the risk factors and subsequently implementing strategies to minimise and or control risks. These controls are then to be evaluated and reviewed.
7. While a single incident does not constitute workplace bullying, an employer has a general duty to provide employees with a safe workplace, consequently single incidents of bullying-style behaviour will not be ignored or condoned and will be dealt with according to the Department of Education's Guidelines for Managing Complaints.
8. DET sponsored staff will be referred to the Employee Assistance Program (EAP)
9. See also Worksafe's publication: ***What to do if bullying happens to you.***
www.vwa.vic.gov.au/data/assets/pdf_file0016/21814/ws_Bullying_What_to_do_web.pdf
10. This policy will be brought to the attention of all staff and published on the College Intranet.