

## Anti-Bullying Policy – Staff, Contractors, Volunteers

**Formulated by:** College Executive

### **Vision**

We strive to educate strong women of Truth and Love.

### **Rationale**

Ave Maria College (**the** College) recognises the importance of demonstrating respect for the dignity of each person and of creating an environment where a sense of belonging for all is experienced. These aspirations are central to the wellbeing of individual staff and to a workplace where all staff feel safe and respected.

The College is therefore committed to building and nurturing a workplace that is free from bullying. It is important that all staff share a responsibility for upholding professional standards of conduct and for building and nurturing a workplace where bullying does not occur. It is therefore expected that staff will desist from engaging in or condoning such behaviours and practices.

It is also expected that staff who make a complaint, or who may be witnesses to circumstances giving rise to a complaint, will participate fully and confidentially in any investigation and resolution procedures.

This policy and its accompanying procedures are compliant with the legislative framework under which the College operates. The College is guided by the applicable legislation in determining its prevention and intervention measures.

### **This policy is to be read in conjunction with:**

College Policy: Occupational Health and Safety Policy

College Policy: Workplace Equal Opportunity Policy

College Policy: Social Media Policy

### **Relevant Legislation**

**Victoria** - *Occupational Health and Safety Act 2004*

**Commonwealth** - *Fair Work Act 2009*

### **Principles**

- The College is committed to building and nurturing a workplace that is free from bullying.
- The College is committed to implementing awareness-raising programs and strategies that heighten staff members' understanding of the impact of their behaviour on others and awareness of their rights and responsibilities.
- The College aims to achieve resolution of complaints of perceived or actual incidents of bullying promptly. The College will endeavour to ensure that the offending behaviour stops.
- The College aims to respond to complaints or reports of bullying in a sensitive, fair and timely manner.

The College encourages the reporting of behaviour which is perceived to be in breach of this policy and will endeavour to ensure protection of the complainant(s) from any subsequent victimization

## Responsibilities

**Staff, Contractors and Volunteers** – All persons who work on School grounds, including contractors, are required to comply with this policy in relation to the treatment afforded to other staff and contractors.

**Contact Officers** – A Contact Officer is a staff member of Executive who is trained in and responsible for being a contact point for staff with concerns about whether they may have been bullied. A Contact Officer is able to provide staff with information on bullying, clarify any questions or concerns a person may have and provide advice on the options that are available for dealing with bullying.

## Workplace Bullying

Workplace bullying is defined as being repeated unreasonable behaviour directed at a worker or group of workers that creates a risk to health and safety.

Bullying can take the form of both direct and indirect bullying. Examples of **direct** bullying include:

- Verbal abuse;
- Putting someone down;
- Spreading rumours or innuendo;
- Interfering with a person's property; or
- Sending inappropriate emails or communications.

Examples of **indirect** bullying include:

- Unjustified criticism or complaints;
- Deliberately excluding someone from meetings / workplace activities;
- Setting timelines that are difficult to achieve; or
- Deliberately changing work arrangements e.g. rosters / leave to inconvenience.

## What is not bullying

Many things occur in the workplace that are not considered to be bullying. Reasonable management action carried out in a fair way is not bullying. For example:

- Setting reasonable performance goals, standards and deadlines;
- Allocating work to a worker in a transparent and appropriate way;
- Fairly rostering and allocating working hours;
- Transferring a worker for reasonable and explained reasons;
- Deciding not to select a worker for promotion following a reasonable selection process; or
- Informing a worker about unsatisfactory work performance.

**Note:** Serious cases of bullying may constitute a criminal offence. Bullying is also against the College's OH&S policy as it can create an unsafe work environment.

*Please refer to the Anti Bullying Protocol – Staff, Contractors, Volunteers for procedures in the resolution of complaints.*

<b>Ratified:</b>	Board of Governance
<b>Date:</b>	25 October 2016, 21 February 2019