

# Anti-Bullying Policy – Staff

<b>Relevant Legislation</b>	<i>Work Health and Safety Act 2012</i> <i>Fair Work Act 2009</i>
<b>Commencement Date</b>	11 April 2018
<b>Review Date</b>	April 2021

## 1. Purpose

The Hutchins School is committed to providing a safe and healthy work environment where all workers are treated in line with our mission, vision and values (kindness, integrity, compassion, humility, courage). Bullying is a risk to health and safety of the workplace.

## 2. Scope

This Policy covers all employees of The Hutchins School (regardless of whether they work full-time, part-time or casual) and all personnel performing work at the direction, or in connection with The Hutchins School (for example, contractors, sub-contractors, volunteers, trainees).

## 3. Objectives

The Hutchins School is committed to a safe workplace and is aimed at ensuring, so far as it reasonably can, that workers are not subjected to any form of bullying while at work.

## 4. Definitions

<b>Bullying</b>	<p>Workplace bullying is repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.</p> <p><b>Repeated behaviour</b> refers to the persistent nature of the behaviour and can involve a range of behaviours over time.</p> <p><b>Unreasonable behaviour</b> means behaviour that a reasonable person, having regard to the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.</p> <p>Refer to appendix 1 for examples of what is bullying and what is not bullying.</p>
<b>Manager</b>	A manager for the purpose of this policy is a Hutchins employee who has employees and/or volunteers reporting to them.
<b>Worker</b>	A person is a <b>worker</b> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: an employee; or a contractor or subcontractor; or an employee of a contractor or subcontractor; or an employee of a labour hire company who has been assigned to work in the

	person's business or undertaking; or an outworker; or an apprentice or trainee; or a student gaining work experience; or a volunteer; or a person of a prescribed class. <sup>1</sup>
--	---

## 5. Policy Information

The Hutchins School is committed to providing a safe working environment for all workers, students, visitors and guests. Bullying is not acceptable in any circumstances and is strictly prohibited.

### Manager's Responsibility

Managers are responsible for carrying out their duties in a safe manner, and in particular:

- Model appropriate standards of behaviour;
- Take steps to educate and make staff aware of their obligations under this policy and the law;
- Intervene quickly and appropriately when they become aware of inappropriate behaviour;
- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard;
- Help staff resolve complaints informally;
- Refer formal complaints about breaches of this policy for investigation;
- Handle matters confidentially; and
- Not victimise any staff who raise an issue or make a complaint.

### Workers responsibility

Workers are responsible for carrying out their duties in a safe manner, and in particular:

- Must not engage in workplace bullying;
- Should report all incidents of workplace bullying following the procedures set out in **Complaints and Grievances Policy**; and
- Where a worker has witnessed bullying in the workplace they are encouraged to report this to their supervisor, manager, Head of School or to the People, Culture and Safety Team.

### Procedure

All reports will be treated seriously and dealt with promptly, confidentially and impartially. The Hutchins School encourages all workers to take action to manage workplace bullying and to report workplace bullying in line with this procedure.

If you believe that you have been bullied please refer to **Complaints and Grievances Policy**.

Where appropriate this will include the conduct of a formal investigation.

### Implementation

This policy is implemented through a combination of:

- Staff training;
- Effective incident notification procedures;
- Internal grievance procedures; and
- Initiation of corrective actions where necessary.

<sup>1</sup> Refer section 7 of the Work Health and Safety Act 2012

**No Victimisation**

- Workers must not victimise any person who reports an incident of workplace bullying; and
- Workers must not victimise any person who provides information to an investigation into a complaint of workplace bullying.

**Discipline for Breach of Policy**

Where a staff member breaches this policy The Hutchins School may take disciplinary action, including in the case of serious breaches, summary dismissal. In extreme cases legal action may be taken against the perpetrator.

**Further Action**

If an employee is not satisfied with the process or the outcome of this process, they may seek further advice from the workplace safety regulator, the Fair Work Ombudsman, or apply to the Fair Work Commission.

**Related Policies**

Complaints and Grievances Policy

**Related Documents/Systems**

The Hutchins School Code of Conduct

**Record Keeping**

This procedure is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

**Policy Owner**

Headmaster

**Policy Review Details**

Date	Description
11 April 2018	Policy created and endorsed by The Hutchins School Board

## Appendix 1

### Examples of What is Considered Bullying

Whether intentional or not, the following examples (not an exhaustive list) may be workplace bullying:

- Aggressive or frightening behaviour such as threats, harassment, swearing, shouting, intimidation or threatening violence;
- Spreading misinformation, malicious rumours and/or false accusations about a person;
- Rude, belittling or sarcastic comments e.g. “you’re hopeless”, “she’s on her way out”;
- Abusive, belittling or intimidating phone calls, emails, notes etc;
- Baiting or unreasonable teasing e.g. singing derogatory songs and inserting the person’s name, cruel nicknames;
- Nasty practical jokes;
- Publicly belittling someone’s opinions, or dismissing that person’s contribution without good reason, including in front of students and work colleagues;
- Deliberate and unreasonable isolation or exclusion from work discussions, communication or other work-related activities e.g. deliberately withholding work or information
- that is required for a worker to properly carry out their responsibilities;
- Ignoring the person, innuendo or deliberate silence;
- Excessive and unreasonable work scrutiny; and
  - Abuse of management or supervisory power, such as:
  - Inappropriate or unreasonable criticism of, or punishment about, someone’s work or behaviour;
  - Constantly and inappropriately changing and/or setting impossible deadlines, tasks or targets;
  - Setting tasks that are unreasonably below or beyond a person's skill level;
  - Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers;
  - Inappropriate or unreasonable blocking of promotion, training, development or other work opportunities; and
  - Branding as a troublemaker a person who raises legitimate workplace grievances, and taking no action to address the grievance

### Examples of What is Not Considered Bullying

Examples of situations that are not considered bullying include but are not limited to:

#### Reasonable Management Action Taken in a Reasonable Way

- Setting reasonable performance goals and standards including work deadlines;
- Rostering and allocating working hours where the requirements are reasonable;
- Transferring a worker for legitimate operational reasons;
- Implementing organisational changes or restructuring;
- Deciding not to select a worker for promotion where a reasonable process is followed and documented;
- Reasonable supervisory practices;
- Informing a worker about unsatisfactory work performance in an honest, fair and constructive way;
- Informing a worker about unreasonable behaviour in an objective and confidential way;
- Reasonable work performance assessment, counselling, disciplinary and termination practices;
- Legitimate actions by management to encourage or urge staff members to give of their best; and
- Occasional, one-off incidents e.g. losing your temper, shouting or swearing. **Note:** whilst this is generally not considered as bullying, such behaviour is considered inappropriate and not aligned to the expectations of The Hutchins School Staff Code of Conduct.