

Prevention of Bullying in the Workplace

POLICY

Definition:

Workplace bullying is repeated and unreasonable behavior directed towards an employee or group of employees that creates a risk to health and safety.

Workplace bullying can include such behavior as deliberately changing work routines to victimise particular employees, verbal abuse, physical abuse, ridiculing someone's opinions, excluding someone from workplace activities, or humiliating someone through sarcasm, insults or intimidation.

Rationale:

Bullying in the workplace is not to be tolerated as it is contrary to maintaining the health, safety and wellbeing of staff and can cause stress for individuals and poor morale within the workplace.

Aim:

To provide all staff with a workplace that is free from bullying.

Implementation:

- Every staff member has a responsibility to behave in a professional manner, to comply with this policy and to treat everyone who works here with dignity and respect.
- Plenty Parklands Primary School is committed to providing all employees with a healthy and safe workplace free from bullying and intimidation.
- Plenty Parklands Primary School will not tolerate bullying behavior in the workplace or at activities organised through the workplace.
- Bullying is not an acceptable part of our work culture and it can harm a person's health and wellbeing.
- Any staff member who experiences or witnesses workplace bullying should report it to the principal as soon as possible.
- Anyone who experiences or witnesses bullying involving the principal should report it to the Regional Director.
- When bullying is reported it will be investigated quickly and in accordance with the procedures referred to below.
- If there is no response from the relevant authority, the complainant is entitled to approach the school's occupational health and safety representative.
- Where necessary, a formal investigation will be undertaken following the procedures described in relevant Department of Education and Early Childhood Development materials. Disciplinary action may result.

This policy should be read in conjunction with the following school developed policies and guidelines such as:

- The School Charter which contains the Plenty Parklands Primary School Code of Cooperation, including the school values and the You Can Do It! Capabilities.
- Sexual harassment policy
- Occupational health and safety policy
- Equal opportunity policy
- Staff health and wellbeing policy

Evaluation: This policy will be reviewed in line with changes to legislation and best practice.