

| BULLYING AND HARASSMENT POLICY | | |
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| 1. | PURPOSE | The Society commits to providing a safe and healthy workplace free from bullying and harassment. Any instance of bullying or harassment must be reported to a manager, supervisor or Human Resources Manager immediately for appropriate investigation, and action as deemed appropriate. The Society will treat all reports seriously - responding promptly, impartially and confidentially. |
| 2. | SCOPE | This policy applies to all workers who work on behalf of the Society in the Canberra/Goulburn Archdiocese. |
| 3. | DEFINITIONS | <p>workers: employees (persons employed by the Society to provide services, who receive monetary payment) and members and volunteers (persons engaged by the Society to provide services who do not receive payment for work)</p> <p>bullying: repeated unreasonable behaviour (physical, verbal, social or psychological) directed towards a worker or group of workers that creates a risk to health and safety and includes a broad range of behaviours such as verbal abuse, putting someone down, spreading rumours or innuendo about someone, interfering with personal property/work equipment, unjustified criticism/complaints, setting timelines that are very difficult to achieve or excessive scrutiny. Reasonable management actions do not constitute bullying.</p> <p>harassment: behaviours such as unwanted attention, touching, comments, innuendo and taunting that is sexual, racial or religious in nature or is aimed at humiliating or degrading, that make a reasonable person feel uncomfortable in the circumstances. Unreasonable behaviours may include verbal or written abuse or offensive messages, displaying written or pictorial information that may degrade or offend, or unwelcome behaviour of a sexual nature. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. Reasonable management actions do not constitute harassment</p> <p>reasonable management actions: are actions that may make a person feel uncomfortable but are not bullying or harassment and include performance management, changing rosters in a reasonable way even if an employee does not feel or agree it is warranted, requesting a medical certificate for work absences or transfer of work location (when consultation has already occurred)</p> <p>expected standards of behaviours: behaviours that align with the Society ethos and the Code of Conduct and are expected of all workers including: behaving in a responsible and professional manner, treating people with courtesy and respect, listening and responding appropriately to the views and concerns of others, and being fair and honest in dealing with others.</p> |

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| 4. | POLICY | <p>The Society will meet legislative requirements of the jurisdiction(s) in which it operates as a minimum standard. Under work health and safety laws, all workers at a Society workplace must take reasonable care that they do not adversely affect the health and safety of others, and must demonstrate the expected standards of behaviour at all times.</p> <p>This policy applies to behaviour that occurs in connection with work, even if it occurs outside normal working hours, during work activities, at work-related events or work-related social functions and on social media where workers interact with each other.</p> <p>The Chief Executive Officer is responsible for ensuring people are aware of this policy, it is covered in Society inductions, is included in orientation and within risk assessment and treatment plans, where appropriate. The Human Resources Manager is the contact officer for queries and complaints relating to bullying and harassment. All employees will be required to attend harassment and bullying awareness training as required.</p> <p>Risk management of bullying and harassment at the Society involves a staged prevention approach:</p> <ul style="list-style-type: none"> • Identifying bullying and harassment risks; • Assessing the likelihood of those risks causing injury or illness; • Implementing risk control measures to eliminate the risks (and where not possible, reducing the risk as far as is reasonably practicable); • Reviewing and improving the effectiveness of risk control measures. <p>Workers who do not comply with the risk management strategy may be subject to disciplinary action up to and including termination of employment or engagement, as this is considered serious misconduct.</p> <p>Complaints of bullying and harassment involving employees and volunteers will be processed using the internal grievance procedures. Complaints of bullying and harassment involving members will be processed by the Reconciliation Commission.</p> <p>Any complaint is treated as confidential and managed under the principles of natural justice with all actions contingent on the particular circumstances and the nature of the allegation. Complaints will be investigated promptly, confidentially and impartially. Where applicable, disciplinary action will be taken and may involve a warning, transfer, counselling or termination of employment/engagement.</p> <p>The Human Resources Manager will coordinate reporting, investigation and meetings. External parties may be engaged to assist where appropriate.</p> |
| 5. | REFERENCES | <p>Fair Work Act (Cwth) 2009 Work Health and Safety Act 2011 The National Standards for Volunteer Involvement ????</p> <p>Bullying – WorkSafe Australia</p> |

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| 7. | RELATED DOCUMENTS | Policy CG-009 Reconciliation Commission Policy CG-010 Injury Management Policy CG-011 Workers Compensation Policy CG-012 Return to Work Policy CG-012 Psychological Injuries |
| 8. | APPROVED | Approved by the Canberra/Goulburn Territory Council at the 22 February 2019 meeting. |
| 9. | APPROVED DATES | This policy was approved on: 14 November 2014 This version takes effect from: 22 February 2019 This policy will be reviewed by: 22 February 2022 |
| 10. | POLICY OWNER | Human Resources Manager |