

# Croydon Community School & OPTIONS

## Workplace Bullying and Harassment Policy



### PURPOSE

The purpose of this Policy is to outline the processes by which the Department of Education and Training (the Department) prevents and responds to workplace bullying. It applies to all employees of the Department and contractors engaged by the Department who carry out work in or for schools, central and regional offices.

This Policy is not applicable to students in Victorian government schools. All schools should develop a [student bullying prevention policy](#) which provide students with a safe learning environment where the risk of harm is minimised and they feel physically and emotionally secure.

### DEFINITION

**Bullying** is defined as repeated, unreasonable behaviour directed towards or from an employee or group of employees that creates a risk to health and safety.

**Employees** refers to a person employed by the Department either ongoing, fixed term or casual and whether full-time or part-time.

**Health and safety** refers to risk to the mental and/or physical health and wellbeing of a person.

**Managers** include principals in schools.

**Repeated behaviour** refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

**Unreasonable behaviour** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

**Workplace** refers to any Department premises or facilities where Department business is conducted. The workplace is not restricted to our physical work space. The workplace:

- extends beyond the physical boundaries of the workplace
- extends beyond the set times of work
- includes interaction with other organisations and the public (where the individual may be seen as representing the organisation – e.g. in uniform, online social media platforms, etc)
- includes interaction between employees in a social context ie. Christmas parties, fundraisers and employees farewells. It may also include interactions outside of work – e.g. – a workmate's barbeque), especially if it impacts on relationships and behaviours within the workplace.

The workplace can extend to any situation where there is interaction with people at work (especially when the interaction has a negative impact on relationships at work)

### POLICY

The Department is committed to providing a safe working environment without risks to health where all employees are treated with dignity and respect. Bullying will not be tolerated in any of the Department's workplaces.

### What is bullying

For the purpose of this Policy, bullying is repeated, unreasonable behaviour directed towards or from an employee or group of employees that creates a risk to health, safety and wellbeing.

Bullying may be either direct or indirect and can be carried out verbally, physically or in writing (e.g. via email, social media, instant messaging and text messaging). Some examples of behaviour that may amount to bullying include:

- abusive, aggressive or intimidating conduct
- making belittling or humiliating comments
- spreading malicious rumours or misinformation
- teasing or practical jokes
- deliberately excluding someone from work-related activities or events
- unreasonable work expectations, including providing excessive or insufficient workload or setting work below or beyond a worker's skill level
- withholding or denying access to information or resources necessary to perform work functions
- displaying offensive material
- pressure to behave in an inappropriate manner.

In some cases, bullying behaviors may amount to a criminal offence in Victoria. Bullying is contrary to both the Department's Values and the Victorian Public Sector Values and may lead to action under the Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance (Teaching) (Public Service).

### What isn't bullying

Reasonable management actions carried out in a reasonable manner do not constitute bullying. Some examples of reasonable management action includes:

- setting reasonable performance goals, standards and deadlines
- allocating work
- rostering and allocating working hours
- failing to select and promote an employee, or informing an employee that their performance is unsatisfactory, in accordance with the Department's policies
- taking action in relation to unsatisfactory work performance i.e. disciplinary action, or terminating employment.

### Responsibility for preventing and responding to workplace bullying

#### Responsibilities of the Department

The Department recognises its obligations under *Occupational Health and Safety Act 2004* to provide and maintain a safe working environment. The Department is committed to:

- Ensuring that there are clear processes are in place for raising grievances and complaints
- clearly communicating and promoting these processes amongst staff
- monitoring the implementation of this Policy
- identifying potential risk factors and taking prompt, reasonable action to minimise those risks including:
  - managing organisational change in an inclusive and participatory way e.g. consult with employees affected as early as possible and develop and maintain effective communication throughout the change process
  - implementing work systems to prevent the risk of bullying and review and evaluate those work systems e.g. review resource availability and seek feedback from employees through the People Matter Survey and School Climate Survey
  - promoting positive working relationships in the Department's workplaces
- ensuring the accessible provision of information and training as necessary to support the effective implementation of this Policy
- reviewing the Policy every two years or earlier, as required and communicating any changes or updates to the Policy across the workforce

### Responsibilities of executives, managers and principals

It is the role of executives, managers and principals to:

- promote and model the Department's Values
- understand what constitutes bullying and know how to prevent or respond to bullying
- establish and maintain an environment where employees can conduct their daily work in a safe manner and where employees feel comfortable raising concerns relating to bullying or behaviour that causes a risk to health and/or safety
- identify behaviour that may amount to bullying, and take prompt action to address the behaviour. If the behavior involves violence or a threat of violence, contact Victoria Police
- consult and communicate with employees and Health and Safety Representatives (HSRs) on decisions and changes that may affect their health and safety
- ensure staff responsibilities and accountabilities are clearly defined and agreed to
- ensure availability of adequate resources and information for employees to enable them to perform their role
- facilitate teamwork and cooperation
- respond to concerns in a timely manner
- adhere to the Department's Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance (Teaching) (Public Service) when managing a bullying complaint
- encourage reporting onto eduSafe and close out reported incidents
- ensure employees are aware of available support services e.g. Employee Assistance Program (EAP) and the DET Workplace Contact Officers Network (WCO)
- ensure that all discussions, communications and actions are handled with sensitivity and confidentiality.

### Responsibilities of employees

Employees are to take reasonable care for their own health, safety and wellbeing while at work and ensure that their acts or omissions do not adversely affect the health, safety and wellbeing of others. It is the responsibility of employees who believe they are experiencing bullying to:

- raise matters of concern at an early stage and actively participate in the complaint management process if necessary
- provide specific information regarding the perceived or alleged bullying in a form that enables the allegation to be considered and managed accordingly
- maintain confidentiality and not discuss or release information relating to a bullying complaint to any third party who has no legitimate involvement in the process
- ensure that any allegations relating to bullying are made honestly and not vexatiously or maliciously, or to impede legitimate managerial action
- cooperate with any complaint procedure in a timely and professional manner.

### How to report bullying

If an employee believes they are experiencing or witness bullying, the first priority is to seek support listed in Section 7.

The following steps provide a guide for employees reporting bullying:

1. discuss and/or report the behaviour to your manager or principal. If the behaviour relates to your manager or principal, you can raise the matter with their manager. When raising the matter, it is often useful to communicate directly about your experience. You can also report it through [eduSafe](#). Refer to the [eduSafe Quick Reference Guide](#) for further information.
2. with your manager or principal's support, you may wish to use informal avenues to discuss and resolve the issues. For instance, you may wish to speak about the behaviour with the person directly, such as with support from your manager or principal.
3. you may also wish to lodge a formal complaint of bullying. Lodging a complaint will mean that your allegations are properly considered, with an outcome provided to you. Based on the allegations, your manager will run a process to examine your allegations and allow the person to respond to your

allegations. Your complaint should contain your specific allegations of behaviour that you believe is bullying. It is always best to lodge your complaint in writing. You can also report bullying anonymously, although this will limit your manager's ability to examine the allegations and take action.

### Responding to reports of bullying

A complaint of bullying behaviour is to be managed in accordance with the Department's *Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance (Teaching) (Public Service)*. These guidelines set out DET's complaints resolution process and processes for managing misconduct including in relation to bullying.

A principal or manager who receives a complaint of bullying can seek advice from the Employee Conduct Branch as to the appropriate procedure to manage it. Bullying is misconduct and allegations of bullying will generally warrant the commencement of disciplinary proceedings. In some instances it may be appropriate to manage allegations through complaint resolution procedures but advice should be sought from the Employee Conduct Branch in order to make that judgement.

### Support and assistance

Support is available to all employees, managers, principals and supervisors involved in reporting and managing a bullying complaint, including after the matter has been resolved. Employees can seek support from their Workplace Contact Officer, Health and Safety Representative (HSR), Union Representative as well as the Department services:

- [Employee Assistance Program](#)
- [Conflict Resolution Support Service](#)

Further information, advice or assistance on any matters related to workplace bullying is available by:

- Accessing the [bullying page](#) on HR Web
- Contacting the People and Culture Unit via email [people.matter@edumail.vic.gov.au](mailto:people.matter@edumail.vic.gov.au)
- Contacting the OHS Advisory Service on 1300 074 725 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au)
- Contacting the Employee Conduct Branch on 9637 2495 or by email [employee.conduct@edumail.vic.gov.au](mailto:employee.conduct@edumail.vic.gov.au) for information on the managing or reporting of allegations of bullying.

### FURTHER INFORMATION AND RESOURCES

Charter of Human Rights and Responsibilities Act 2006

Crime Amendment (Bullying) Act 2011

Equal Opportunity Act 2010 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Code of Conduct for Victorian Public Sector Employees

Department of Education and Training Victoria Guidelines for [Managing Complaints, Misconduct and Unsatisfactory Performance \(Teaching\) \(Public Service\)](#):

- Department Complaints – Information for Employees
- Complaints Procedures: FAQs

Department of Education and Training Equal Opportunity, Discrimination and Harassment Policy 2011

Department of Education and Training Equal Employment Opportunity Guidelines for Victorian Government Schools 2011

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## REVIEW CYCLE

This policy will be reviewed every two years by the Employee Safety and Wellbeing Unit (ESWU) in collaboration with the People and Culture Unit. All Department employees will be provided with an opportunity to have input into the review of the Policy during the consultation period.