



BULLYING AND HARASSMENT POLICY (STAFF)

CONTEXT

Sacred Heart College is committed to providing its employees with a safe work environment that is free from inappropriate behaviour and will take all reasonable steps to minimise any form of workplace bullying or harassment and to treat people with equity and dignity. It is in this context that bullying/harassment of any person is not tolerated.

DEFINITIONS

“Workplace Harassment” is any verbal, written or physical behaviour or conduct that is of an offensive, threatening, intimidating, abusive or belittling nature and that is unwelcome, unreciprocated, uninvited and usually, but not always repeated.

The following are examples of “workplace harassment”

- unwelcome practical jokes
- the use of unsuitable language in the workplace
- spreading gossip or rumours
- the reciting of sexist jokes

“Bullying” as defined by the Occupational Health, Safety & Welfare Act 1986, is behaviour that is directed towards an employee or a group of employees, that is repeated and systematic, and that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the employee or employees to whom the behaviour is directed, and which creates a risk to health and safety.

The following are examples of “workplace bullying”

- verbal abuse
- intimidating behaviour
- denying opportunities for training, promotion or interesting work; or
- excluding or isolating employees

PRINCIPLES

The following principles underpin the Bullying and Harassment Policy:

- That all staff have a responsibility to contribute to a workplace environment based upon safety and mutual support
- That all staff have a right to work in a safe and mutually respectful environment
- Positive and supportive staff relations are integral to the effective operation of any community
- That all instances of workplace bullying and harassment will be reported
- That Sacred Heart College will actively promote staff awareness about the need to avoid bullying/harassment in the workplace
- That effective procedures will exist to respond to issues of bullying/harassment that occur

SCOPE

This procedure applies to all persons in the workplace and includes employees, visitors, volunteers, contractors and the College's community.

RESPONSIBILITIES

Role and Responsibilities of Principals:

Management at all levels have a key role to play in preventing workplace bullying/harassment/ occupational violence. It is the responsibility of Principals to identify and manage any issues with appropriate support.

Role and Responsibilities of Employees:

- Are responsible for their own health and safety
- Are to report incidents of bullying/harassment/occupational violence to the Principal or other responsible Contact Officers.
- Are to be conversant and comply with relevant policies and procedures (of specific importance is the SACCS document "Procedures for Responding to Bullying in the Workplace – 2006")
- Seek internal/external assistance if required

PROCEDURES

If a person is being bullied there are a number of ways to approach the problem. There are informal and formal procedures available. These are outlined in the flow charts which are displayed in a number of work areas and detailed in "Responding to Bullying in the Workplace 2006" (CESA Online>CESA Services>Policies, Procedures & Guidelines).

REFERENCES

Occupational Health, Safety & Welfare Act 1986

Occupational Health, Safety & Welfare Regulations 1995

Catholic Education South Australia – Procedures for Responding to Bullying in the Workplace 2005

Workplace Harassment and Bullying in South Australia – Business SA, October 2005

Department of Education and Children Services – Violence/Bullying Management Procedure

APPENDICES

Appendix A: CESA Code of Conduct

Appendix B: Grievance Flowchart

Appendix C: Procedures Responding to Bullying in Workplace (2006)

Approved on June 2009

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