



Workplace Bullying Policy

Purpose:	The purpose of this policy is to protect workers and others from workplace bullying	
Scope:	All workers and other persons at the school, including students	
Status:	Approved	Supersedes: Click here to enter text.
Authorised by:	School Director	Date of Authorisation: Dec 2020
References:	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (Qld) • Education (Accreditation of Non-State Schools) Regulations 2017 (Qld) • SVSS Work Health and Safety Policy • SVSS Employee Code of Conduct • SVSS Complaints Resolution Policy • SVSS Complaints Resolution Procedures 	
Review Date:	Every 2 years	Next Review Date: Dec 2022
Policy Owner:	School Director	

Policy Statement

All workers at Samford Valley Steiner School (SVSS) have the right to work in an environment free from workplace bullying. SVSS is committed to taking action to protect workers from workplace bullying and to responding appropriately should such behaviour occur, including possible disciplinary action. Any instances of workplace bullying should be reported under the SVSS Complaints Resolution Policy.

In accordance with relevant law, SVSS prohibits workplace bullying towards its workers, whilst they are engaging in their work at SVSS.

Under the *Work Health and Safety Act 2011* (Qld), SVSS recognises its duty in relation to workplace bullying includes, so far as is reasonably practicable:

- Elimination or minimisation of risks via the highest level of protection from hazards and risks as is reasonably practicable
- The provision of a safe work environment and safe systems of work
- Fair and effective representation, consultation, co-operation and issue resolution
- Provision of information, training, instruction and supervision
- Monitoring the health and safety of workers and the conditions at the workplace to ensure that work related illnesses and injuries are prevented

The *Work Health and Safety Act 2011* (Qld) defines health as meaning physical and psychological health and therefore includes the mental and physical health of workers that may be negatively impacted by workplace bullying.

Definitions

- **Workplace bullying:** repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.
- **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.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments, which may include using electronic mediums
- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours, which may include using electronic mediums

- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

If workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, it should be reported to the police.

Responsibilities

Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, SVSS undertakes its role and responsibilities under the legislation as detailed in the SVSS Work Health and Safety Policy.

Specifically, in relation to bullying, SVSS acknowledges its responsibility to:

- take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- appropriately respond to any occurrences of workplace bullying.

Officers

In their legal role as Officers, SVSS Board Members, the School Director and Senior Leadership Team undertake their role and responsibilities under the legislation as detailed in the SVSS Work Health and Safety Policy. Specifically, in relation to bullying, Officers at SVSS have a responsibility to ensure that SVSS acts to:

- take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- appropriately respond to any occurrences of workplace bullying.

Workers and Others

SVSS employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation as detailed in the SVSS Work Health and Safety Policy.

Specifically, in relation to bullying, Workers at SVSS have a responsibility to:

1. not bully any other person
2. appropriately report to the school bullying that is targeted towards them.

Implementation

SVSS will take the following steps to prevent workplace bullying, including the following:

- Awareness - regularly raise awareness of workplace bullying, including by the development and implementation of a workplace bullying policy, and via the clear support and promotion of the policy by the School Board and Senior Leadership Team
- Training - regularly educate and train employees (especially senior staff) appropriately on how to prevent and manage workplace bullying
- Culture - removal of any discriminatory or offensive materials, rules and practices, and encouragement of employees to contribute to a healthy school culture

Compliance and Monitoring

- Dispute resolution - appropriate complaints resolution policy and procedures
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on workplace bullying issues

Helpful Links

- Work Health and Safety Act 2011 (Qld)
- Safe Work Australia
 - Guide for Preventing and Responding to Workplace Bullying
- Australian Human Rights Commission
 - Employer Responsibilities: A Guide to Vicarious Liability