



WORKPLACE BULLYING POLICY

Workplace Bullying Policy 2020

Table of Contents

Policy Statement	3
Definitions	5
Responsibilities	6
Person Conducting a Business or Undertaking	6
Officers	6
Staff	6
Implementation	7
Compliance and Monitoring	7

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. This policy extends to all functions and places that are work related viz. Excursions, camps, etc.	
Status:	Approved	Supersedes: Anti-Bullying Policy 2017
Authorised by:	School Governing Body	Date of Authorisation: April 2020
References:	<ul style="list-style-type: none"> ● Work Health and Safety Act 2011 (Qld) ● Education (Accreditation of Non-State Schools) Regulations 2001 (Qld) ● Wisdom College Work Health and Safety Policy ● Wisdom College Employee Code of Conduct ● Wisdom College Dispute Resolution Policy ● Wisdom College Dispute Resolution Procedures 	
Review Date:	Biennial	Next Review Date: April 2022
Policy Owner:	School Governing Body	Version: 2.0 Dated: April 2020

Policy Statement

This Policy provides information on conduct that constitutes workplace bullying and provides information on the options, including support for staff if they believe they are subject to workplace bullying.

All workers at Wisdom College have the right to work in an environment free from workplace bullying. Wisdom College 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 Wisdom College Dispute Resolution Policy.

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

Under the Work Health and Safety Act 2011 (Qld), Wisdom College recognises its duty in relation to workplace bullying, which 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; and
- 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

- **Worker:** all employees of Wisdom College (whether full-time, part-time or casual,) and all persons performing work at the direction of, in connection with, or on behalf of Wisdom College (for example volunteers, speakers/instructors, contractors, subcontractors, agents, consultants, and temporary staff) (collectively “workers”).
- **Workplace bullying:** repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. This includes verbal, physical, social or psychological abuse.
- **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; and
- 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, Wisdom College undertakes its role and responsibilities under the legislation as detailed in the Wisdom College Work Health and Safety Policy. Specifically, in relation to bullying, Wisdom College acknowledges its responsibility to:

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

Officers

In their legal role as Officers, Wisdom College Board Members, the Principal and Senior Executive Team, undertake their role and responsibilities under the legislation as detailed in the Wisdom College Work Health and Safety Policy. Specifically, in relation to bullying,

Officers at Wisdom College have a responsibility to ensure that Wisdom College acts to:

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

Staff

Wisdom College employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who have 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 Wisdom College Work Health and Safety Policy. Specifically, in relation to bullying,

Workers at Wisdom College have a responsibility to:

- not bully any other person; and
- appropriately report to the school authorities, any bullying that is targeted towards them.

Implementation

To ensure awareness of the School's commitment to providing a workplace that is free from bullying, we will regularly raise awareness of workplace bullying, through the development and implementation of a workplace bullying policy, and via the clear support and promotion of the policy by the school board and executive management team.

Compliance and Monitoring

Wisdom College will regularly educate and train employees (especially senior staff) appropriately on how to prevent and manage workplace bullying.

The School has an established a Dispute Resolution/Complaint Policy and procedures to ensure that the School keeps appropriate records, and monitor and report on workplace bullying issues.