

Name:	WORKPLACE BULLYING POLICY
Approval Date:	12 September 2020
Version	3

POLICY STATEMENT

Glasshouse Country Care manages workplace bullying to ensure that we provide a safe and healthy workplace free from bullying in respect for each employee.

PURPOSE

The purpose of this policy is to document Glasshouse Country Care's approach to effectively and efficiently managing workplace bullying.

This Workplace Bullying Policy guides the prevention and management of workplace bullying at Glasshouse Country Care.

LEGISLATIVE AND POLICY FRAMEWORK

Workplace Bullying – your rights

<https://www.qld.gov.au/law/your-rights/workplace-rights/workplace-bullying>

[Safe Work Australia - Guide for Preventing and Responding To Workplace Bullying](#)

SCOPE

This policy applies to all Glasshouse Country Care Board Members and employees (full-time, part-time, fixed term, casual, voluntary and temporary) for the duration of their employment.

ORGANISATIONAL COMMITMENT

Glasshouse Country Care is committed to providing a safe and healthy workplace free from bullying. Workers are protected by this policy whether they feel bullied by a Manager or Team Leader, another worker, client, contractor or member of the public.

Glasshouse Country Care will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and Team Leaders will remind workers of the policy from time to time.

Expected Workplace Behaviours

Under work health and safety laws workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

Glasshouse Country Care expects people to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others
- not to engage in 'gossip' about others in the workplace

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with clients
- at work-related events, for example at conferences and work-related social functions
- on social media where workers interact with colleagues or clients and their actions may affect them either directly or indirectly

What Is Workplace Bullying?

Workplace bullying is defined as *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 refer to 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.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

What Is Not Workplace Bullying?

Reasonable management action taken by managers or team leaders to direct and control the way work is carried out is not considered to be workplace bullying if the action is taken in a reasonable and lawful way.

What Can You Do?

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with your team leader, health and safety representative or other manager within the organisation. If you are a member of the union you may also raise any issues with your delegate.

If you witness unreasonable behaviour you should bring the matter to the attention of your manager or team leader as a matter of urgency.

How We Will Respond

If workplace bullying or unreasonable behaviour is reported or observed we will take the following steps:

1. The responsible team leader or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
2. If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
3. All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
4. There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.

Consequences of Breaching this Policy

Appropriate disciplinary action will be taken against a person who is found to have breached this policy.

These measures will depend on the nature and circumstance of each breach and may include:

- a verbal or written apology
- one or more parties agreeing to participate in counselling or training
- a verbal or written reprimand
- Transfer and/or demotion
- Repeated offences could lead to dismissal of the person engaging in the bullying behaviour

If bullying has not been substantiated

If the investigation finds bullying has not occurred or cannot be substantiated, Glasshouse Country Care may still take appropriate action to address any workplace issues leading to the report.

RESPONSIBILITY

The Board of Directors is responsible for the endorsement of this policy and the General Manager has primary responsibility for the management of staff and services covered by this policy.

RELATED DOCUMENTS:

Human Resource Management Policy.doc

Standards of Conduct Policy.doc

Sexual Harassment Policy.doc

Client Rights and Responsibilities Policy.doc

Date	Version Number	Changes	Review Date
20/8/2020	3	Added Version Control box, updated review date Checked links and legislation Added line about Gossip in expectations	Sept 2022