

EASTSIDE LUTHERAN COLLEGE

Bullying (Staff) Policy

The Hazard – Bullying Workplace bullying is repeated and unreasonable behaviour directed towards a worker or 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 regard to the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Eastside Lutheran College's Policy

Eastside Lutheran College is committed to providing a safe working environment for all workers, students, Visitors and guests. Bullying is not acceptable in any circumstances and is strictly prohibited.

Manager's Responsibility: Managers are responsible for carrying out their duties in a safe manner, and in particular:

- o Model appropriate standards of behaviour;
- o Take steps to educate and make staff aware of their obligations under this policy and the law; Intervene quickly and appropriately when they become aware of inappropriate behaviour;
- o Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard Help staff resolve complaints informally;
- o Refer formal complaints about breaches of this policy for investigation;
- o Handle matters confidentially; and
- o Ensure staff who raise an issue or make a complaint are not victimised.

Workers' Responsibility: Workers are responsible for carrying out their duties in a safe manner, and in particular:

- o Must not engage in behaviour that could be interpreted as bullying;
- o Should report all incidents of workplace bullying following the procedures set out in our page, [What To Do If You Feel You Have Been Discriminated Against, Harassed, or Bullied](#); and
- o Where a worker has witnessed bullying in the workplace they are encouraged to report this to their [insert position e.g. manager].

Procedure

All reports will be treated seriously and dealt with promptly, confidentially and impartially.
Eastside Lutheran College encourages all workers to take action to manage workplace bullying and to report workplace bullying in line with this procedure.

If you believe that you have been bullied please refer to our page, [What To Do If You Feel You Have Been Discriminated Against, Harassed, or Bullied](#).

Where appropriate this will include the conduct of a formal investigation.

Implementation This policy is implemented through a combination of:

- Staff training;
- Effective incident notification procedures; Internal grievance procedures; and
- Initiation of corrective actions where necessary.

No Victimisation Eastside Lutheran College will ensure that workers who make reports in good faith and others who may be involved as witnesses are not victimised.

Discipline for Breach of Policy

Where a staff member breaches this policy Eastside Lutheran College may take disciplinary action, including in the case of serious breaches, summary dismissal. In extreme cases legal action may be taken against the perpetrator.

Further Action If an employee is not satisfied with the process or the outcome of this process, they may seek further advice from the workplace safety regulator, the Fair Work Ombudsman, or apply to the Fair Work Commission.

Related Policies

[What To Do If You Feel You Have Been Discriminated Against, Harassed, or Bullied, Stress Policy](#)