

PREVENTION OF BULLYING IN THE WORKPLACE POLICY

BELIEFS

- Workplace bullying is considered to be repeated, unreasonable behaviour directed towards an employee, or group of employees, that creates a risk to that employee's health, safety and wellbeing.
- Workplace bullying is contrary to maintaining the health, safety and wellbeing of staff and can cause stress for individuals and poor morale within the workplace.
- All employees are entitled to work in a safe and healthy workplace free from bullying, harassment and intimidation
- Workplace bullying, harassment and discrimination is totally unacceptable
- MPW takes seriously its obligations to staff, students and the community that use our school.
- Under the Victorian Occupational Health and Safety Act 1985 primary responsibility for achieving duty of care rests with the school principal.
- In the event of unacceptable behaviour occurring employees have a right, and a responsibility, to report it and should be encouraged to do so.
- Workplace bullying can include such behaviour as:
 - ❖ deliberately changing work routines to victimise particular employees;
 - ❖ verbal or physical abuse
 - ❖ belittling opinions or unconstructive criticism
 - ❖ excluding someone from workplace activities
 - ❖ humiliating someone through sarcasm, insults or intimidation
 - ❖ teasing or regularly making someone the brunt of practical jokes or pranks
 - ❖ sexual or other unwanted advances

AIMS

- To maintain a safe workplace for all staff by preventing workplace bullying
- To deal promptly and effectively with any alleged incidents of workplace bullying

GUIDELINES FOR ACTION

- The principal shall ensure that all staff are aware of their responsibility to prevent workplace bullying and of the requirement to report any instance of alleged bullying
- Staff will be involved in discussion and problem solving around the issues of risk assessment, process review and refinement, and harm minimisation.
- All employees have an important role to play and are encouraged to contribute to the achievement of a professional and productive workplace culture by carefully considering their own behaviour and its possible effects on others.
- Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially
- Any staff member who experiences or witnesses workplace bullying should report it to the principal as soon as possible. If the report involves the principal it should be made to the Regional Director at the Regional Office.
- If there is no response from the relevant authority, the complainant is entitled to approach the school's occupational health and safety representative.

- Once a report is lodged, those directly involved will be informed of the complaint and are permitted to have a support person present throughout the issue resolution process, including at any interviews or meetings.
- All reports will be investigated according to the established Department of Education and Training complaints resolution procedures.
- The principal, as appropriate, shall implement recommendations arising from an investigation/resolution process.
- Every staff member at Moonee Ponds West Primary School has a responsibility to comply with this policy and to treat all those who work here with dignity and respect.
- This policy should be read in conjunction with the following school developed policies and guidelines:

Staff code of conduct

Principal [Class] code of conduct

Sexual Harassment policy

Equal Opportunity policy

Staff health and wellbeing policy

Occupational Health and Safety policy

Endorsed by School Council 13/12/2004.