

## **WORKPLACE BULLYING**

### *Objective*

To provide, promote and maintain a safe and healthy workplace free from workplace bullying.

### *Scope*

All workplace participants including employees, councillors, contractors, consultants and other service providers of Gilgandra Shire Council.

### *Policy*

#### **Organisation commitment**

Gilgandra Shire Council is committed to a work culture where bullying, such as physical or psychological assault, abuse, threats, intimidation or other types of harassment or unwarranted behaviour including pranks, is not acceptable and strictly prohibited. Workplace bullying will be considered as serious misconduct warranting disciplinary action which may include summary or instant dismissal.

All workplace participants must treat each other with respect. There are bound to be occasional differences of opinion, conflicts and problems, these are part of working life. However, when the treatment of another person is unreasonable, offensive, intimidating, humiliating or threatening and repeated then this amounts to workplace bullying and will not be tolerated.

#### **Management obligations**

Managers and supervisors are responsible for ensuring compliance with this policy in areas under their management.

Management will implement measures designed to protect employees from all forms of work related bullying and harassment. A risk management approach will be followed to eliminate or minimise the risks of bullying and harassment.

Employees will be kept informed about unacceptable behaviours in the workplace. Induction and on-going training for employees will include information on the policy as well as points of contact in the event of an incident. Employees will also be provided information about appropriate responses to bullying and harassment.

Council has established reporting and recording systems for registering grievances which will be maintained and monitored as a measure of compliance. This policy will be reviewed at regular intervals and any deficiencies in its implementation remedied accordingly.

Any allegations or act of bullying or harassment that warrant formal investigation will be investigated in a suitably thorough manner.

Grievance and dispute resolution procedures will be followed to try to resolve problems before they develop into situations that may lead to bullying or other types of violence.

Appropriate action will be taken after any incidents of bullying, in terms of support, counselling and follow-up. Employees have a right to expect that any grievance or complaint lodged in relation to an allegation of bullying will be dealt with fairly and confidentially and managed in a timely and appropriate manner

Disciplinary action will be taken in proven instances of workplace bullying. Such action will depend on the seriousness of the incident(s), and will range from counselling to summary or instant dismissal. Anyone making false or vexatious complaints will also be disciplined.

## **Employee obligations**

Employees are responsible for supporting this policy.

It is expected that everyone in our workplace, irrespective of job type or level, will contribute in a positive and productive way to prevent workplace bullying and associated victimisation.

Any form of workplace bullying must be immediately reported. Anyone who becomes aware of an incident must report the situation to a management representative with whom they feel comfortable.

## ***Relevant Legislation***

Work Health and Safety Act 2011 (NSW)  
 Work Health and Safety Regulation 2017 (NSW)  
 Workers Compensation Act 1987  
 Workplace Injury Management and Workers Compensation Act 1998

## ***Associated Documents***

Council's Code of Conduct  
 Employee Grievances Policy and Procedures  
 Performance Management Policy  
 Dealing with workplace bullying: A workers guide (2016)  
 Guide for preventing and responding to workplace bullying (2016)

<b>Responsible Officer:</b>	Executive Leader Transformational Change		
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