

Workplace Anti-Bullying & Anti-Harassment Policy



Policy Relevant to:	All Staff, Board Members, Contractors and Volunteers
Last Reviewed:	September 2023
Next Review:	September 2026
NQF	N/A
NQS	N/A

Purpose

Adventure Patch seeks to provide a work environment that is safe and enjoyable for all.

Workplace bullying has a detrimental effect on Adventure Patch and our people. It can create an unsafe working environment, result in a loss of trained and talented team members, cause the breakdown of teams and individual relationships, increase absenteeism and reduce efficiency and productivity. People who are bullied can become distressed, anxious, withdrawn and can lose self-esteem and self-confidence. Workplace bullying is also in some circumstances against the law. For these reasons bullying will not be tolerated by Adventure Patch.

Adventure Patch recognises that workplace bullying may involve comments and behaviours that offend some people and not others. Adventure Patch accepts that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of all team members.

Adventure Patch recognises that workplace bullying can take place through a number of different methods of communication including face to face, email, text messaging and social media platforms.

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 families
- at work related events and functions, for example, at Christmas parties and
- on social media platforms where workers interact.

This policy applies to all '**workers**'. This term is taken from Work Health and Safety laws and includes team members, managers, contractors and any volunteers.

Implementation

What is Workplace Bullying?

Workplace bullying occurs when an individual, or a group of individuals, repeatedly behaves unreasonably towards a worker, or a group of workers, and the behaviour creates a risk to health and safety. It includes both physical and psychological abuse.

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect).

The following are some examples of direct bullying:

- violent, aggressive or intimidating conduct
- belittling or humiliating comments
- victimisation and
- practical jokes or initiation

The following are some examples of indirect bullying:

- unjustified criticism or complaints
- deliberately excluding someone from work-related 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 and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers

The above examples are not an exhaustive list of bullying behaviours. They are indicative of the type of behaviours that may constitute bullying and are therefore unacceptable to Adventure Patch. If you are unsure whether behaviour not provided on this list constitutes bullying you should contact your direct supervisor in the first instance.

What is not Workplace Bullying?

Reasonable management action taken by managers or supervisors 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.

The following are some examples of reasonable management action:

- realistic and achievable performance goals, standards and deadlines
- fair and appropriate rostering and allocation of working hours
- transferring a worker to another area or role for operational reasons
- deciding not to select a worker for a promotion where a fair and transparent process is followed
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- informing a worker about unreasonable behaviour in an objective and confidential way
- implementing organisational changes or restructuring and
- taking disciplinary action, including suspension or terminating employment where appropriate or justified in the circumstances.

Other Unacceptable Conduct

Single incidents of unreasonable behaviour (such as harassment, violence or threatening behaviour) can also present a risk to health and safety and will not be tolerated.

Harassment is considered to be any form of behaviour that is:

- unwanted
- offends, humiliates or intimidates or
- creates a hostile environment

Where such conduct occurs towards a person due to a particular characteristic of that person (such as when based on sex, sexual orientation, pregnancy, marital status, age, disability, ethnicity or race, etc) this may be unlawful under discrimination and equal opportunity law, even if it is limited to a single incident.

For example, sexual harassment is unlawful even where it is not repeated conduct. All workers are required to comply with Adventure Patch's Equal Opportunity and Anti-Discrimination Policy which provides further guidance in this area.

Adventure Patch will not tolerate any form of workplace violence. Workplace violence is considered to be any incident where a person is physically attacked or threatened in the workplace, whether this is directed to a co-worker, subcontractor, client, customer or visitor.

It includes (but is not limited to):

- Any type of direct physical contact such as punching, pushing, tripping, spitting, blocking of someone's way, etc
- any form of unwanted physical contact

Managers and Supervisors Roles

Managers and supervisors have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying or workplace violence and should ensure that they do not engage in any conduct of this nature themselves.

Managers and supervisors should also ensure that workers understand this Policy and consequences of non-compliance. When managers and supervisors observe harassment, bullying or workplace violence occurring, they should take steps to prevent this conduct from continuing and warn the person or people involved of the consequences if the behaviour continues (including disciplinary measures up to and including termination of employment).

Managers and supervisors must also treat all grievances raised by workers in accordance with Adventure Patch's Grievance Handling Policy.

Workers Role

Adventure Patch expects workers:

- not to engage in harassment, bullying or workplace violence
- not to aid, abet or encourage others to engage in harassment, bullying or workplace violence
- 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 and
- to be fair and honest in their dealings with others

Are you experiencing Bullying, Harassment or Being Subject to Violence?

Complaints of bullying, harassment and workplace violence will be taken seriously. Staff may make a complaint in accordance with the Grievance Handling Policy.

If you make a complaint of workplace bullying, harassment or violence it will be taken seriously and will be dealt with sympathetically and in a confidential manner (except where Adventure Patch deems it is necessary to disclose information in order to properly deal with the complaint).

You will not be victimised or treated unfairly for making a complaint.

If the claim is found to be substantiated, Adventure Patch will act in accordance with the Disciplinary & Termination Policy.

Please note that any worker found to have fabricated a complaint may be subject to disciplinary action under the Disciplinary & Termination Policy, up to and including termination of employment.

More Information?

If you need any more information about workplace bullying, harassment violence please see your manager or refer to external resources:

Fair Work	Bullying in the Workplace
Respect@Work	https://www.respectatwork.gov.au/
Safe Work Australia	Preventing workplace sexual harassment

Related Policies

- Adventure Patch's Code of Conduct
- Equal Employment Opportunity and Anti-Discrimination Policy
- Grievance Handling Policy
- Disciplinary & Termination Policy
- Social Media Policy

About this Policy

Unless the policy specifically states otherwise, the policy does not form part of your employment agreement with Adventure Patch. Adventure Patch may unilaterally vary, remove or replace this policy at any time. To the extent that this policy imposes any obligations on Adventure Patch and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. You are required to be familiar with the content of the policy and comply with the terms at all times.

Source

- Fair Work Act 2009
- Workplace Health and Safety Act 1995 (Tasmania)

Review History

Policy Reviewed By:	Tim Short	CEO	September 2023
POLICY REVIEWED	September 2023	NEXT REVIEW DATE	September 2026
Modifications	<ul style="list-style-type: none"> • New 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
	<ul style="list-style-type: none"> • 		

Signed

CEO:	
Manager:	