

2. Workplace Bullying Policy

Effects of bullying behaviour on people and performance

Bullying behaviour can have detrimental effects on people and their job performance. It can create an unsafe and unhealthy working environment, result in a loss of trained and talented workers, breakdown teams and individual relationships, and reduce efficiency.

People who are exposed to such behaviour can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence.

Carranballac College is committed to ensuring a safe and healthy workplace that is free from the risk of psychological injury.

Bullying behaviour is unacceptable and will not be tolerated under any circumstances.

Definition

Bullying may be characterised by persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety. It may occur in one-to-one situations, in front of managers or supervisors, co-workers, clients or customers or by written, visual, electronic communications such as letters, drawings, emails or telephone communications.

Types of bullying

- Physical or verbal assault
- Belittling opinions or constant criticism
- Yelling or screaming or offensive language
- Derogatory, demeaning or inappropriate comments or jokes about a person's appearance, lifestyle and background
- Insults
- Isolating workers from normal work interaction, training and development or career opportunities
- Overwork, unnecessary pressure and unreasonable deadlines
- An unacceptably aggressive style from a superior
- Undermining work performance by deliberately withholding work-related information, access, support or resources or supplying incorrect information
- Under-worked, creating a feeling of uselessness
- Unexplained job changes, meaningless tasks, tasks beyond a person's skills and training.
- Over-detailed supervision and unwarranted checking of performance

Employer responsibilities

Carranballac College will take the following actions to prevent and control exposure to inappropriate workplace behaviours.

- Proactively promote a workplace free from bullying and act on incidents.
- Provide for appropriate training and information to staff of the work area about what are acceptable and unacceptable workplace behaviors
- Inform staff of the actions they can take if they feel they exposed to intimidated including provision of a list of designated harassment contact officers
- Arrange or provide adequate and appropriate support to staff who make a complaint, including ensuring that the matter is treated confidentially and that the complainant is not victimized
- Deal fairly with all persons involved in allegations of workplace bullying including ensuring due process

Responsibilities of employees

Carranballac College requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of inappropriate workplace behaviour to Campus Principal or College Director

Management personnel are required to personally demonstrate appropriate behaviour, promote the workplace bullying policy, treat complaints seriously and ensure that where a person lodges or is witness to a complaint, this person is not victimised.

Where employees can go for assistance

An employee who is exposed to workplace bullying can contact Campus Principal or College Director for information and assistance in the management and resolution of a workplace complaint. They should also log the incident on the EDUSAFE SITE.

Commitment to promptly investigate complaints

DET has procedures for reporting, (*EDUSAFE*), investigating, resolving and appealing bullying complaints. Any reports of bullying will be treated seriously and investigated promptly, fairly and impartially by the appropriate management personnel.

A person making a complaint and/or who is a witness to such behaviour will not be victimised.

Consequences of breach of policy

Disciplinary action, including possible termination of employment, will be taken against a person who engages in bullying or who victimises a person who has made or is a witness to a complaint.

Complaints of alleged bullying that are found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Review of policy

This policy and the actions outlined above will be reviewed by 1st February 2018, unless required earlier because of changes to the risk profile of the workplace or relevant legislation. If necessary, further changes and actions may be introduced to ensure that inappropriate workplace behaviour is prevented and controlled.

Endorsement

I/We have committed to this policy and its implementation, and to ensuring a psychologically safe and civil work environment that is free from exposure to workplace bullying.

Carranballac College Director: *Brendan O'Brien*

Date: