

# Bullying

## 1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

WPC Group is a GTO, committed to meeting the following national compliance standard/s:

Standard 1 – Recruitment, Employment Induction

Standard 2 – Monitoring and Supporting Apprentices and Trainees to Completion

Standard 3 – GTO Governance and Administration

## 2 BULLYING POLICY

Bullying is unacceptable and unlawful under the relevant State health and safety laws.

WPC Group Ltd (WPC) is committed to providing a workplace free from bullying.

## 3 PURPOSE

To foster professional, open and trusting workplaces where all employees feel confident, comfortable and safe.

To provide a shared understanding of WPC's expectations in regards to acceptable and appropriate behaviour within workplaces.

To protect WPC employees as required by law.

## 4 SCOPE

This policy applies to WPC Board members, internal employees and contractors.

### *Definitions*

#### **What is Bullying?**

Bullying is repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Whether it is intended or not, bullying is an occupational health and safety hazard.

A broad range of behaviours can be classified as bullying and these behaviours can be direct or indirect.

Examples of direct forms of bullying include:

- Verbal abuse (e.g. repeated yelling, swearing, insults)
- Putting someone down.
- Spreading rumours or innuendo about someone.
- Interfering with someone's personal property or work equipment.

Examples of indirect forms of bullying include:

- Unjustified comments or complaints.
- Deliberately excluding someone from workplace activities.
- Deliberately denying access to information or other resources.
- Withholding information that is vital for effective work performance.
- Setting tasks that are unreasonably above or below a workers ability.
- Deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers.
- Setting timelines that are very difficult to achieve.
- Excessive scrutiny at work.

### **What Isn't Bullying?**

Bullying does not cover situations where an employee has a grievance about legitimate and reasonable:

- Performance management process.
- Disciplinary action.
- Allocation of work in compliance with systems.

Also, reasonable actions carried out in a fair manner are not bullying. For example:

- Setting performance goals, standards and deadlines.
- Allocating work to an employee.
- Transferring an employee.
- Deciding not to select an employee for promotion.
- Informing an employee about unsatisfactory work performance.
- Informing an employee about inappropriate conduct.
- Implementing organisational change.
- Constructive feedback.
- Downsizing.

This policy relates to Occupational Health and Safety, Equal Opportunity and Anti-discrimination legislation.

## **5 KEY RESPONSIBILITIES**

### **Board**

- To support the General Manager with bullying cases, where required.

### **General Manager**

- Undertake investigation of bullying cases with employees.
- Seek expert help for complex or serious matters.

### **State Managers**

- Provide induction and information to employees concerning this policy.
- Model positive and constructive behaviour in the treatment of employees.
- Monitor workgroups and act where there is any potential inappropriate behaviour.
- In conjunction with the General Manager, investigates complaints of bullying.
- To be an exemplar of privacy and confidentiality at all times.
- Treat all complaints seriously and sensitively and attend to them promptly.

### Managers

- Every manager and supervisor is expected to protect employees, contractors and others in the workplace from bullying.
- Ensure that this policy is actively pursued.
- Ensure that no employee is subjected to bullying and those complainants and witnesses are not disadvantaged in any way.

### Employees

- Treat fellow employees with dignity and respect.
- Do not participate in bullying behavior.
- Where possible, report incidences of breaches of this policy to management.
- Comply with this policy.

## 6 POLICY

WPC believe that every individual should be treated with respect and dignity.

WPC expects every employee to respect the reasonable limits set by others and avoid language or behaviour that could be reasonably expected to offend or embarrass others.

Complaints of bullying are encouraged by WPC management and are to be made in line with the complaints resolution procedure. (Refer to the Complaints and Grievances Policy).

WPC contribute towards bullying-free work environments.

All bullying complaints will be treated seriously, sensitively, confidentially and promptly.

Appropriate disciplinary action including a warning, counselling or dismissal may result if this policy is not adhered to.

Employees can be liable for the outcome of any action in breach of this policy.

Employees who make a complaint of bullying will not suffer any victimisation by WPC for making the complaint. This also applies to employees who agree to be a witness in a complaint or have a complaint made against them.

If being bullied, keep notes of all relevant incidents, including dates, times, the person/people involved and conversations.

If bullying allegations are of serious nature or are unlawful, it may be appropriate to refer the matter to the police.

## 7 RECORDS

Related documents/forms/policies	Storage
Complaints and Grievances Policy	Intranet
Counselling and Disciplining an Apprentice Trainee Policy	Intranet
Discipline – Internal Policy	Intranet
Blogging and Social Media Policy	Intranet
Privacy Policy	Intranet

End of Document

Warning – Uncontrolled when printed! Please ensure that you are using the latest version by checking the intranet.