

Bullying and Occupational Violence

Workplace bullying and violence are unacceptable codes of behaviour. In Australia, occupational behaviour which can be classified as either bullying or violence is against the law.

A breach of this policy may initiate appropriate action as outlined in the Disciplinary Procedure or part thereof.

The Company is committed to taking all practicable steps to ensure bullying and occupational violence does not occur in its workplaces, or that employees are not subject to such experiences when representing the company at other workplaces.

In the workplace bullying is considered to be repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

No single incident of workplace bullying will not be condoned or ignored as it could lead to repeated bullying behaviour.

Occupational violence is considered to be any incident where an employee is physically attacked or threatened in the workplace [either a company workplace or a customer's workplace], whether by a co-worker, manager, subcontractor or customer.

Occupational violence is considered to be both a physical attack and a threat of attack by menacing behaviour or verbal intimidation.

Authorities and Responsibilities

Responsibility for implementation of this policy lies with the Manager or most senior person at each workplace or area.

Issues relating to this policy should be referred to your immediate Manager. OH&S issue resolution procedure applies to this policy.

What Is Considered Bullying?

The following behaviour is considered to be bullying:

- verbal abuse
- excluding or isolating employees
- psychological harassment
- assigning meaningless tasks unrelated to the job
- giving employees impossible assignments
- deliberately changing work rosters to inconvenience particular employees
- deliberately withholding information that is vital for effective work performance.

What Is Considered Violent Behaviour?

The following behaviour is considered to be violent:

- striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- throwing objects
- attacking with knives, guns, clubs or any other type of weapon
- pushing, shoving, tripping grabbing
- any form of indecent physical contact.

Physical attack is defined without consideration of the attacker's intent. Therefore, a mentally disabled person who does not have the capacity to have intent to harm, may still attack a person – this is still violence.

What Should You Do If You Experience Bullying Or Violence?

1. Inform your direct line Manager of the incident, providing as many details as possible. If it is not appropriate to inform this Manager, refer to the next line Manager as appropriate.
2. The Manager will follow the issue resolution procedure to deal with this problem whilst at all times, maintaining a level of confidentiality as required by law and according to the request of the individual reporting the incident .

This shall include:

- Getting all the facts and determining that the incident is bullying or violence
 - Consulting and communicating with the person/s involved as necessary to resolve the issue to the satisfaction of the person reporting the incident
 - Monitoring and following up to ensure no further incidents have occurred
 - Determining the need for any additional awareness or training for employees
3. Should further bullying or violence occur, the Company Disciplinary Procedure shall be initiated?

Signed:

Position: Director

Date:.....