



**WORONI**

## ***Bullying***

### ***Overview***

The Associations take a no tolerance stance in relation to bullying in our workplace. Bullying is an unacceptable form of behavior which will not be tolerated under any circumstances.

This document covers the principles that apply to all employees, elected officials, club and society representatives and individuals who enter into a relationship with the Associations.

### ***Scope***

This policy applies to all Association employees, elected officials and representatives of clubs and societies and to all individuals who enter into particular relationships with the Associations for a specified time period or time periods, for example visitors and volunteers (referred to as 'employees' for the purposes of this policy).

**"Associations"** refers to ANUSA, PARSA & Woroni.

### ***Policy Statement***

Bullying is repeated unreasonable or inappropriate behaviour in relation to Association activities, which comprises of behaviour that intimidates, offends, degrades, insults or humiliates a representative, employee or member or another person while carrying out Association activities. This can be physical or psychological behaviour and may include one or a combination of the following:

- Abusive, insulting or offensive language by one or more persons to another or others;
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with any yelling and screaming;
- Inappropriate comments about a person's appearance, lifestyle, or their family;
- Teasing or regularly making someone the brunt of pranks or practical jokes;
- Isolation of employees, representatives or students from others ;
- Interfering with a person's personal effects or work equipment;
- Physical assault or threats; or
- Organisational behaviour that undermines treats less favourably or disempowers others. For example, overloading a person with work and setting timelines that are difficult to achieve, setting tasks that are beyond a person's skill level, deliberately denying access to information, consultation or resources, or unfair treatment in relation to accessing workplace entitlements such as leave or training.

Where bullying involves assault or threat of assault it may become a police matter. Bullying must not be confused with legitimate comment, criticism and advice, including relevant negative comment or feedback, from supervisors on the work, performance or behaviour of an individual or group.

### ***Policy and Procedure***

The Associations are committed to providing all a healthy and safe environment free from bullying. The Associations expect all employees, representatives and members of their Association to behave in a professional manner and to treat each other with dignity and respect in relation to Association activities.

Release Date: 1 October 2016

The Associations have a responsibility to:

- Monitor the Association environment to ensure that acceptable standards of conduct are observed at all times;
- Promote this policy and the relevant grievance procedure or policy within their area of responsibility; and
- Treat all complaints seriously and confidentially and take immediate action to refer the employee to the relevant policy and procedures.

### ***Responsibility of employees***

The Associations expect all employees, elected officials, representatives, volunteers, members of the Association engaged in Association related activities to create a harassment/bullying-free and an inclusive workplace culture.

All employees are expected to comply with this policy; to behave in a professional manner, to not participate in bullying behavior and to treat each other with dignity and respect when they are at work and off-site.

All incidents of bullying – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

The Associations recognise that comments and behavior that do not offend one person can offend another. This policy requires all staff employees and volunteers to respect other people's limits.

A complaint of bullying can be made using the Associations' Employee Grievance Resolution policy and procedure.

### ***Breach of the policy***

Where bullying takes place, the Associations will implement the provisions their Underperformance and Misconduct policy. Disciplinary action will be taken by in accordance with the Associations Underperformance and Misconduct Policy against any member employee found to have breached this policy. The action to take will be assessed in consultation with the complainant and will be appropriate to the breach. Further actions may include:

- an official warning and note on the person's personnel file;
- a formal apology;
- counselling, including further education;
- transfer;
- suspension;
- dismissal for very serious matters; or
- referral to the police for potentially criminal matters.

### ***Resolving issues***

The Associations strongly encourages any employee who believes they have been bullied to take appropriate action (see Employee Grievance Resolution procedure).

Please do not suffer in silence. Choose the action you feel most comfortable with.

Employees have the option to address the matter themselves, and discussing it with the perpetrator(s).

Employees also have the option to seek assistance from the Office Manager, President or Editor-in-Chief for advice, support or action on their behalf.

Employees who make a complaint of bullying, discrimination, harassment or sexual harassment will not suffer any victimisation by the Associations 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.

### ***Informal Personal Resolution***

If you want to deal with the situation yourself, you may do so. However, it is not necessary that you try to resolve the complaint this way.

This option involves approaching the person responsible for the bullying behavior yourself. You could tell the person what you are unhappy about, why you are unhappy about it, and what you would like to happen. Taking a person with you for support may be helpful.

Other useful resources include:

Canberra Rape Crisis Centre: 02 6247 2525

### ***Contact officers***

Contact officers are employees who have been trained to provide confidential and impartial information and support to help other employees make an informed decision about how to try to resolve an issue.

Contact officers will not solve the problem for you, but they can be a very useful sounding board for you to go through this procedure, help you understand the options that are available to you.

The contact officers are:

- ANUSA - Eleanor Boyle and Ben Gill.
- PARSA
- ANUSM

### ***Make an internal complaint***

The Associations have an obligation to treat all complaints of bullying seriously. All complaints will be handled confidentially and impartially, investigated promptly and recommendations implemented.

1. The starting point to resolving a complaint is to talk with someone. This can be your manager/contact officer (or member of an Association Executive if more appropriate). Tell them what your concerns are; explain what has happened and how it has affected you.
2. The person you approach may take immediate action (e.g. removing offensive graffiti or posters).
3. The person you approach may provide a range of options. The manager may speak to the person you are making a complaint about, to see if the situation can be resolved informally.
4. Some matters are not resolved so easily, especially if the person being complained about denies or disputes the allegations, or the issues are complex. Your manager (or another manager if appropriate) may handle your complaint, or refer it to specialist human resource staff or engage an independent external agency. This option will involve an investigation, collecting evidence and witness statements, and making findings and recommendations which will be implemented by the Associations. The following people are available to discuss these options:

Name: Eleanor Boyle

Position: Office Manager

Location: ANUSA offices

Contact Details: Eleanor.boyle@anu.edu.au or phone 6125 2444

Release Date: 1 October 2016

### ***Employee assistance program***

All Association employees plus the ANUSA Executive & Department Officers and the PARSA employees and Executive are entitled to free, professional counselling from our employee assistance program.

Employees can access the service by visiting [www.eapdirect.com.au](http://www.eapdirect.com.au) and registering using our organisational details:

Organisation Name: ANU PARSA

Organisation Token: PARSA

Organisation Password: usrkey

Once these have been entered, each person can create their own confidential account.

To book an appointment or get some more information, please call 1300 360 364

### ***Make an external complaint***

All Association employees and Executive are able to make an external complaint of discrimination to the Human Rights Commission at <https://www.humanrights.gov.au/complaint-information>

Other relevant ANUSA policies

Employees are encouraged to read this policy in conjunction with other relevant Association policies, including:

- Workplace equal opportunity policy
- Flexible work arrangements policy
- Pregnancy and work procedure and policy
- Occupational health and safety policy
- Workplace complaint resolution policy and procedure
- Discipline procedure
- Mission, vision and values statements

### ***Guidelines/Legislative Compliance***

- Human Rights and Equal Opportunity Commission Act 1986
- Race Discrimination Act
- Sex Discrimination Act
- Disability Discrimination Act Discrimination Act 1991 (ACT)
- Fair Work Act 2009 (s. 351 Discrimination)
- Work Health and Safety Act 2011 (ACT)
- Work Health and Safety Regulations 2011 (ACT)
- Discrimination Act 1991