



Elwood Primary School No 3942

Scott St. Elwood 3184
Telephone 9531 2762 Fax 9531 5497

POLICY NO:36 "NO BULLYING" WORKPLACE

November 2010

PURPOSE

1. Elwood Primary School is committed to providing all employees with a healthy and safe work environment free from bullying.
2. All employees are expected to behave in a professional manner and to treat each other with dignity and respect when they are at work. Bullying is not an acceptable part of the work culture.

Refer to Victorian Institute of Teaching Codes of Practice where teachers' responsibilities and roles are clearly outlined.

GUIDELINES

Workplace bullying is repeated unreasonable behaviour directed towards an employee, (Principal, teachers, School Services Officers, ancillary staff and contract personnel) or a group of employees, that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- Excluding or isolating someone from workplace activities
- Giving someone the majority of unpleasant tasks
- Verbal abuse; or abuse via email
- Humiliating someone through sarcasm or insults
- Intimidation
- Deliberately withholding information which is vital for effective work performance.

IMPLEMENTATION

1. Awareness of this policy forms part of the Induction process for new staff.
2. All employees who experience bullying are encouraged to report it.
3. When bullying is reported it is seen as a serious matter and is investigated in a timely manner, in accordance with Awards and Acts detailed in **Resources**.
4. Staff Welfare Representative or Occupational Health & Safety Liaison Person can be approached by person being bullied or by another staff member.
5. The reporting and investigation procedures for dealing with bullying are set out in the Equal Opportunity policy.
6. Identification and implementation of changes/actions necessary to address issues is the responsibility of the Principal.
7. Every manager and employee has a responsibility to comply with this policy, and to ensure bullying does not occur in the workplace.

RESOURCES

1. *Staff Welfare Policy and Representative*
2. *OHS Liaison Person*
3. *Refer to DEECD Documents of Complaints Procedures, Awards and Acts covering the Workplace and Occupational Health and Safety, including the WorkSafe report entitled "Prevention of Bullying and Violence at Work"*

www.eduweb.vic.gov.au/HRWed/ohs/accp/guide.htm>

www.workcover.vic.gov.au/vwa/home.nsf/pages/b&v_intro

REVIEW

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