

WORKPLACE BULLYING POLICY

	Fairholme College (Toowoomba) Pty Ltd ABN 78 096 814 130 CRICOS Provider Code 00651J		
Purpose	The purpose of this policy is to protect workers and others from workplace bullying		
Scope	All workers and other persons at the school, including students		
References	Work Health and Safety Act 2011 (Qld) Education (Accreditation of Non-State Schools) Regulations 2001 (Qld) Community Code of Conduct Complaint and Dispute Resolution Staff Code of Conduct Work Health and Safety Statement Work Health and Safety Policy		
Policy Type	Public		
Policy Location	College Website		
Version	4.0		
Supersedes	Anti-Bullying and Harassment Policy		
Policy Owner	Business Manager		
Review Date	31 May 2016	Next Review Date	31 May 2018
Authorised By	Leadership Team	Date of Authorisation	<p>Mark Freeman</p> <p><small>Digitally signed by Mark Freeman DN: cn=Mark Freeman, o=Fairholme College, ou=Business Manager, email=mark.freeman@fairholme. qld.edu.au, c=AU Date: 2016.08.04 08:15:32 +10'00'</small></p>

POLICY STATEMENT

All workers at Fairholme College have the right to work in an environment free from workplace bullying. Fairholme College is committed to taking action to protect workers from workplace bullying and to respond appropriately should such behaviour occur, including undertaking possible disciplinary action. Any instances of workplace bullying should be reported under the Fairholme College Complaints and Dispute Resolution Policy.

In accordance with relevant law, Fairholme College prohibits workplace bullying towards its workers, whilst they are engaging in their work at Fairholme College.

Under the *Work Health and Safety Act 2011 (Qld)*, Fairholme College recognises its duty in relation to workplace bullying includes, so far as is reasonably practicable:

- Elimination or minimisation of risks via the highest level of protection from hazards and risks as is reasonably practicable
- The provision of a safe work environment and safe systems of work
- Fair and effective representation, consultation, co-operation and issue resolution
- Provision of information, training, instruction and supervision
- Monitoring the health and safety of workers and the conditions at the workplace to ensure that work related illnesses and injuries are prevented

The *Work Health and Safety Act 2011 (Qld)* defines health as meaning physical and psychological health and therefore includes the mental and physical health of workers that may be negatively impacted by workplace bullying.

DEFINITIONS

- **Workplace bullying:** repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety
- **Repeated behaviour:** refers to the persistent nature of the behaviour and can involve a range of behaviours over time
- **Unreasonable behaviour:** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, as well as unreasonable and create a risk to health and safety include but are not limited to:

- Abusive, insulting or offensive language or comments, which may include use of electronic mediums
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Withholding information that is vital for effective work performance
- Setting unreasonable timelines or constantly changing deadlines
- Setting tasks that are unreasonably below or beyond a person's skill level

- Denying access to information, supervision, consultation or resources to the detriment of the worker
- Spreading misinformation or malicious rumours, which may including use of electronic mediums
- Changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers

If workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, or any other unlawful activity, it must be reported to the police.

RESPONSIBILITIES

Person Conducting a Business or Undertaking

In its legal role as a Person Conducting a Business or Undertaking, Fairholme College undertakes its role and responsibilities under the legislation as detailed in the Fairholme College Work Health and Safety Statement. Specifically, in relation to bullying, Fairholme College acknowledges its responsibility to:

- Take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- Appropriately respond to any occurrences of workplace bullying

Officers

In their legal role as Officers, the Fairholme College Board, the Principal and Leadership Team undertake their role and responsibilities under the legislation as detailed in the Fairholme College Work Health and Safety Statement. Specifically, in relation to bullying, Officers at Fairholme College have a responsibility to ensure that Fairholme College acts to:

- Take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- Appropriately respond to any occurrences of workplace bullying

Workers and Others

Fairholme College employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who have been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation as detailed in the Fairholme College Work Health and Safety Statement. Specifically, in relation to bullying, Workers at Fairholme College have a responsibility to:

- Not bully any other person
- Appropriately report to the College bullying that is targeted towards them
 - any concerns should be directed to your supervisor who will guide you through the process, when this is not possible seek assistance from the Principal, or Principal's delegate

PREVENTION STRATEGIES

- Take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- Following the College's Ethos, Aims and Values of Christ-centred faith, Collaboration, Enjoyment, Respect, and Seeking excellence, promote a culture of fair treatment and tolerance
- Development of a whole school approach to foster positive and effective relationships
- Raise awareness of the different modes of bullying and its unacceptability within the Fairholme context through the implementation of anti-bullying programs and via in-service sessions
- Incorporation of strategies to deal with bullying modeled and discussed at staff in-services
- Provide in-service opportunities for staff in positions of added responsibility (and other interested staff) to attend Restorative Practices Training
- Ensure that all staff model appropriate behaviour in their dealings with all members of the Fairholme community (and beyond)

INTERVENTION STRATEGIES

- Appropriately respond to any occurrences of workplace bullying
- Maintain accurate records reports and incidents
- Act on evidence of bullying by:
 - Isolating the bullying behaviour
 - Providing support for the victim
 - Allowing opportunity for the bully to learn about the consequences of their behaviour
 - Changing the behaviour of the bully through individual counselling, and where applicable, through restorative conferencing
 - Offer support to both victim and perpetrator via EAP (Employee Advisory Program)
- Whilst the College has no duty to regulate off-campus Internet messages, statements, postings, or acts, nevertheless, the College reserves the right to regulate, review, investigate, and put in place consequences for harassment, intimidation, bullying or cyber-bullying, or for other disciplinary violations when such activities threaten violence against another member of the College Community or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. (Some actions of a threatening, violent or defamatory nature could be covered under the Criminal Code.)