



School No: 2068 Established 1878

## 7.12 Workplace Harassment and Bullying



### Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

All employees have the basic right to work in a place where they are valued, respected and appreciated by their colleagues, supervisors and employers. Workplace harassment and bullying can be detrimental to the ongoing health, wellbeing and sense of safety for staff. The following guidelines shall be implemented by the service to ensure workplace bullying and harassment is not tolerated and that appropriate procedures for managing reports of bullying and harassment are in place.

### Procedures

- Workplace bullying and harassment shall not be tolerated or accepted by any member of staff or management of the service
- It shall be acknowledged that the impacts of bullying and harassment can be traumatic and may result in employees suffering stress; feelings of isolation at work; anxiety; loss of self-esteem, loss of financial security; loss or deterioration of personal relationships; physical symptoms of stress such as headaches, backaches, stomach cramps; and depression.
- Physical assault must be reported to the Victoria Police Service immediately
- Grievance procedures shall be made available to staff
- All reports of bullying shall be managed in accordance with the grievance procedure which will include:
  - reporting the grievance to management through appropriate channels
  - documenting all conversations regarding the grievance and all alleged instances of harassment or bullying, when they occurred, who was involved, what actually happened and any witnesses or other relevant information
  - the coordinator shall seek expert advice from the Principal or DEECD in managing any alleged instances of harassment or bullying in the workplace
  - the coordinator shall arrange for a meeting with the offender to discuss the nature of the alleged complaint and or grievance
  - appropriate dispute resolution services shall be accessed as required and upon professional advice

### Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168 Quality Area 4, Element 4.2  
Quality Area 7, Element 7.1, 7.3

## Relevant Policies

Roles and Expectations of Staff

Staff Code of Conduct

Staff Orientation and Induction

## Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025