



## RISK BULLYING POLICY

### Organisational Area

Registered Training Organisation  
Community Programs

### Authorisation

This policy was reviewed and adopted by the CEO of the North Ringwood Community House Incorporated on September 2021

### Review date

This policy will be reviewed every three years or sooner if required.

### Scope

This policy applies to all NRCHI Staff, Volunteers, Contractors and patrons

### Objective

The purpose of this document is to outline North Ringwood Community House's position on bullying and harassment and to document the process which is to be followed should any grievances arise.

North Ringwood Community House Inc. is fully committed to its obligation to prevent and eliminate bullying and harassment in the workplace. Bullying in the workplace is inappropriate and unacceptable behaviour.

### Policy

#### What is bullying?

Workplace bullying usually refers to the persistent ill treatment of an individual at work by one or more other persons which causes risks to the health, safety and welfare of paid and unpaid staff. If an employee is intimidated, "put down" or humiliated (sometimes in front of others) on a regular basis, this may constitute workplace bullying. It need not involve physical ill treatment, such as punching and kicking. Most cases of bullying involve such treatment as verbal abuse, nit-picking, threats, sarcasm, ostracism, constant criticism, gossip or sabotage of a person's work.

#### What is NOT bullying?

Reasonable management actions carried out in a fair way are not bullying. For example:

- Setting performance goals, standards and deadlines

- Deciding not to select a worker for promotion
- Informing a worker about unsatisfactory work performance
- Informing a worker about inappropriate behavior
- Implementing organisational changes

All forms of bullying are taken seriously and are unacceptable. North Ringwood Community House Inc. takes bullying very seriously, with a zero tolerance approach to it.

To achieve this goal North Ringwood Community House Inc. will put in place measures that demonstrate that everyone is equally valued and everyone is treated with respect. These measures include the following commitments:

- The elimination of discrimination on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex / gender, sexual orientation
- The right of every person to be onsite without fear of harassment, victimisation or bullying
- The provision of an environment in which all individuals can operate effectively, confidently and competently
- The provision of a safe and healthy environment
- Staff and volunteers modelling behaviours that promote good working and learning
- The allowance of all people to make a positive contribution to the NRCHI and to the wider community.

North Ringwood Community House Inc. strongly encourages any person who feels they have been bullied onsite to take immediate action. If people feel comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The person should identify the harassing behaviour/s, explain that the behaviour/s is/are unwelcome and offensive and ask for the behaviour/s to stop.

**Given the serious nature of bullying, it is recommended that discussions occur in consultation with the CEO.**

Any reports of bullying will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential but the subject of the complaint must be notified under the rules of natural justice. NRCHI will protect all those involved from victimisation.

Complainants have the right to determine how their complaints are treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of bullying, or against anyone who has been alleged to be a harasser.



All staff, volunteers and patrons have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

### Grievances and Dispute Resolution

Refer to NRCHI Complaints & Appeals Policy

### Procedures for Dealing with Criminal Conduct

Some forms of bullying (e.g. physical assault, sexual assault, stalking, physical molestation, obscene phone calls) may constitute criminal conduct.

Such complaints should be dealt with by the relevant authorities (such as the police) as part of the criminal justice system.

### Related Documents

- Sexual Harassment Policy
- Complaints & Appeals Policy
- Occupational Health and Safety Policy
- Emergency Policy
- Critical Incident Policy
- Safety of Students Policy
- Equal Employment Policy
- Privacy Policy

### Document Locations

Electronic file folders accessible by NRCH Administration staff

❖ *Statement to be signed by Staff, Volunteers, Members and Contractors declaring they have read, understood and will abide by this policy*

#### Bullying Policy Statement

NAME .....

#### Statement



## Policy

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I have read and understand my obligations under the North Ringwood Community House Bullying Policy, and will abide by it.

Signed .....

Date .....