

# Workplace Bullying Policy

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| <b>Purpose:</b>       | The purpose of this policy is to protect workers and others from workplace bullying                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |
| <b>Scope</b>          | All workers whether paid or volunteer and other persons at the school, including students                                                                                                                                                                                                                                                                                                                                                                                                                           |                                         |
| <b>Status:</b>        | Approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Supersedes:</b> 12 May 2023          |
| <b>Authorised by:</b> | Co-Principals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Date of Authorisation:</b> 2/07/2025 |
| <b>References:</b>    | <ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011 (Qld)</li> <li>• Education (Accreditation of Non-State Schools) Regulations 2017 (Qld)               <ul style="list-style-type: none"> <li>• JCC Complaints Handling Policy Procedure</li> <li>• JCC Staff Code of Conduct</li> <li>• JCC Sexual Harassment and Gender Based Harassment Prevention Plan</li> <li>• JCC Whistleblower Policy</li> </ul> </li> </ul> <p>The JCC documents are located on Employment Hero or by request.</p> |                                         |
| <b>Review date:</b>   | Every 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Next Review:</b> 02/07/2027          |
| <b>Policy Owner</b>   | Co-Principals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                         |

## 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, 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 using 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 include using 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, it should be reported to the police.

## Policy Statement

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

Under the Work Health and Safety Act 2011 (Qld), Jabiru Community 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.

## Responsibilities

### Person Conducting a Business or Undertaking

In its legal role as a Person Conducting a Business or Undertaking, Jabiru Community College undertakes their role and responsibilities under the legislation as detailed in the Jabiru Community College Work Health and Safety Policy. Specifically, in relation to bullying, Jabiru Community 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, Jabiru Community College Board Members, the Co-Principals and some members of School Leadership Team (including Business Manager, and Head of Curriculum & Learning,) undertake their role and responsibilities under the legislation as detailed in the Jabiru Community College Work Health and Safety Policy. Specifically, in relation to bullying, Officers at Jabiru Community College have a responsibility to ensure that Jabiru Community 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**

Jabiru Community College's employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who has 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 Jabiru Community College Work Health and Safety Policy. Specifically, in relation to bullying, Workers at Jabiru Community College have a responsibility to:

1. not bully any other person
2. appropriately report to the school bullying that is targeted towards them

## **Implementation**

Workplace bullying behaviours will not be tolerated at Jabiru Community College and early reporting of these behaviours is strongly encouraged if attempts to resolve the matter directly with the person involved is not successful or would cause further harm. If the issue can not be dealt with directly staff are to lodge a formal complaint following the JCC Compliant process.

Co-Principals in response to a report of workplace bullying will:

- Begin a response to the issue within two weeks of receiving the notification; ensuring consistent, effective and timely responses to reports, whilst maintaining flexibility to fit the different circumstances of each report,
- If any action is taken, the Co-Principals will ensure procedural fairness for all parties involved, including informing any respondents of the allegations made against them and providing them with an opportunity to respond;
- If the complainant believes the grievance has not been resolved to their satisfaction by reference to the Co-Principals, they can refer the matter to the Chair of the Community Learning Ltd Board, if the Chair and Board of Community Learning Ltd are unable to achieve a resolution, then to an independent person. Please refer to the Complaints Handling Policy for more details of the process;
- Following resolution of the grievance, the Principal will monitor the situation for a period of time.

It is important for those who experience or witness workplace bullying that they can talk to the Co-Principals and that a report will be taken seriously, and that confidentiality will be maintained.

## Compliance and Monitoring

Monitoring of Workplace Bullying should be undertaken through regular scheduled discussions at staff meetings, Board meetings and health and safety committee meetings.

Regular monitoring of the incidence of grievances, and staff turnover will be used to identify any patterns.

Bullying incident reports and findings to be reviewed each term to identify any trends.

Policies and procedures to be reviewed according to JCC Policies and Procedures processes for review.

A review can be conducted at any time but it is recommended it is conducted at least:

- when an instance of workplace bullying has been substantiated
- at the reasonable request of a health and safety representative or a health and safety committee
- when new or additional information or research about workplace bullying becomes available
- where a review of records indicates reports of workplace bullying are increasing,
- according to a scheduled review date.

Information for a review can be obtained from the same sources used when identifying the potential for workplace bullying, for example:

- complaints register
- confidential surveys
- exit interviews,
- records of sick leave.