



Mawarra Independent School

Workplace Bullying Policy

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| 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. | |
| Status: | Draft | Supersedes: |
| Authorised by: | Principal | Date of Authorisation: February 2022 |
| References: | <ul style="list-style-type: none">• Work Health and Safety Act 2011 (Qld)• Education (Accreditation of Non-State Schools) Regulations 2017 (Qld)• Mawarra Independent School Work Health and Safety Policy• Mawarra Independent School Employee Code of Conduct• Mawarra Independent School Complaints Handling Policy• | |
| Review Date: | Every 2 years | Next Review Date: 2024 |
| Policy Owner: | School Management Committee | |



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Policy Statement

All workers at Mawarra Independent School have the right to work in an environment free from workplace bullying. Mawarra Independent School is committed to taking action to protect workers from workplace bullying and to responding appropriately should such behaviour occur, including possible disciplinary action. Any instances of workplace bullying should be reported under the Mawarra Independent School *Complaints Handling and Workplace Bullying Policies*.

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

Under the *Work Health and Safety Act 2011 (Qld)*, Mawarra Independent School 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, 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



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- 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.

Responsibilities

Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, Mawarra Independent School undertakes its role and responsibilities under the legislation as detailed in the Mawarra Independent School *Work Health and Safety Policy*. Specifically, in relation to bullying, Mawarra Independent School 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, Mawarra Independent School Management Committee Members, the Principal and Senior Executive Team undertake their role and responsibilities under the legislation as detailed in the Mawarra Independent School *Work Health and Safety Policy*. Specifically, in relation to bullying, Officers at Mawarra Independent School have a responsibility to ensure that Mawarra Independent School 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

Mawarra Independent School 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 Mawarra Independent School *Work Health and Safety Policy*. Specifically, in relation to bullying, Workers at Mawarra Independent School have a responsibility to:

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



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Implementation

Mawarra Independent School is committed to providing a workplace free from workplace bullying – including taking action to protect workers from bullying and to responding appropriately should such behaviour occur.

Mawarra Independent School will take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable and appropriately respond to any occurrences of workplace bullying in a timely manner.

Mawarra Independent School is also committed to appropriately training all employees to assist in preventing any instances of workplace bullying and to appropriately responding to any instances of bullying, in line with the school's *Workplace Bullying Policy* and *Complaints Handling Policy* and associated procedures.

Employees will:

- maintain confidentiality
- keep appropriate records
- forward matters reported to them relating to bullying to more senior employees, including the Principal, as appropriate.

Mawarra Independent School will act to encourage students, families and employees to contribute to a healthy workplace culture to assist in preventing any instances of bullying, harassment or discrimination of any kind.

Compliance and Monitoring

Mawarra Independent School will keep appropriate records of workplace bullying, will monitor complaints and their resolution and will report on a high-level basis to the School Management Committee when necessary.

Any instances of workplace bullying should be reported under the Mawarra Independent School *Workplace Bullying Policy* and *Complaints Handling Policy*.

All policies referred to in this document are available on the Mawarra Independent School website.