

Policy Title:	Bullying
Policy Number:	WHSP002
Category:	Policy and Procedures
Classification:	Work, Health and Safety
Status:	Approved 8th April 2014

Purpose

Kalano is committed to providing a safe working environment free of bullying and does not tolerate bullying behaviour.

Scope

This policy is applicable to all employees, volunteers, contractors and council/board members of Kalano Community Association Inc.

Policy

Kalano Community Association has high expectations of behaviour in regards to bullying and in accordance with the Code of Conduct for all employees and representatives.

Definition of Bullying

Bullying is repeated unreasonable behaviour directed towards a person or persons that creates a risk to health and safety. Some examples of bullying include:

- Verbal or physical abuse or spreading malicious rumours
- Interfering with someone's personal property or work equipment
- Unjustified criticism or complaints
- Deliberately excluding someone from relevant workplace activities
- Withholding information that is vital for effective work performance
- Subjecting a worker or workers to excessive scrutiny at work.

Procedures

- Kalano is committed to dealing with any matters of bullying in a prompt, confidential & fair way;
- Persons who feel they have been bullied or have witnessed bullying behaviour towards others, have the right to seek action through the appropriate channels; (for further information see the Kalano policy on Grievances); and
- Concerns and complaints should be referred to the employee's immediate manager or a Kalano Contact Officer.

Disciplinary action will be taken against any person considered to have breached this policy. Disciplinary action may include termination of employment.

Bullying is not legitimate management action relating to work performance issues.

Relevant Documents

<i>Related Policies</i>	<ul style="list-style-type: none"> • <i>OP001 – Complaints Handling</i> • <i>WHSP008 – Contact Officer</i> •
<i>Related Publications</i>	<ul style="list-style-type: none"> • <i>Human Rights and Equal Opportunity Commission Act 1986</i> • <i>Racial Discrimination Act 1975</i> • <i>Sex Discrimination Act</i> • <i>Disability Discrimination Act 2004</i> • <i>Fair Work Act 2009</i> •

