



## PREVENTION OF BULLYING IN THE WORKPLACE POLICY

### Rationale

Mount Waverley Secondary College is committed to providing all college staff with a healthy and safe work environment free from bullying.

Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. It can include behaviours such as:

- Verbal abuse, yelling, screaming
- Abusive language or intimidation
- Excluding or isolating/marginalising employees
- Assigning meaningless tasks or giving employees impossible assignments
- Continually criticising someone
- Sabotaging someone's work or their ability to do their job by withholding vital information and resources
- Belittling someone's opinions
- Unexplained job changes
- Failure to give credit where it is due or taking credit for someone else's work.

Bullying can take many forms including, written notes, social media and verbally.

Workplace bullying is NOT reasonable management actions performed in a reasonable way. Examples include:

- Setting performance goals, standards and deadlines
- Allocating work to an employee
- Deciding not to select an employee for promotion or secondments
- Informing an employee about unsatisfactory work performance
- Informing an employee about inappropriate behaviour or providing constructive feedback
- Implementing organisational changes
- Performance management processes.

### Objectives

The college expects all members of the college community to behave in a professional manner and to treat each other with dignity and respect when they are at work.

### Implementation

- Staff will be required to complete the mandatory DET OHS online modules
- We encourage all college staff who experience or witness bullying to report it to a member of the Executive Team or the Health and Safety Representative as soon as possible. Staff will be supported and mentored through the process by a member of the Executive Team. When bullying is reported, it will be seen as a serious matter and will be investigated quickly and in



accordance with DET procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result.

- Every member of the Mount Waverley Secondary College Community has a responsibility to comply with this policy and to treat everyone who works here with dignity and respect.
- As Public Sector employees, staff at Mount Waverley Secondary College are required to work within the parameters of the Victorian Public Sector Code of Conduct.
- Contractors or consultants engaged to work in the public service must also comply with this Code of Conduct and relevant policies and procedures. This includes those that perform work at a premise or location generally regarded as a public sector workplace
- Teachers are required to also adhere to the Victorian Institute of Teaching Code of Conduct.

This policy is in accordance with 'Worksafe Bullying: Prevention and Response' (2012) guidelines.

### **Policy communication**

All employees will be made aware of this policy and its provisions via staff meetings, notice board, intranet, email, and induction.

### **Resources**

<https://deecd.lms.elmolms.com/>

<https://edugate.eduweb.vic.gov.au/Services/HR/LDU/Respectful-Workplaces/Pages/eLearning%20Modules.aspx>

<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/employeeservices.aspx>

### **References**

<https://www.worksafe.vic.gov.au/pages/safety-and-prevention/health-and-safety-topics/workplace-bullying>

<https://vpvc.vic.gov.au/html-resources/code-of-conduct-for-victorian-public-sector-employees/>

<https://www.vit.vic.edu.au/professional-responsibilities/conduct-and-ethics>

<https://www.worksafe.vic.gov.au/pages/safety-and-prevention/health-and-safety-topics/workplace-bullying>

This policy is to be read in conjunction with the following policies and Codes of Conduct:

- DET OHS Policy
- Prevention of Bullying in the Workplace Policy
- Equal Opportunity and Anti-Harassment Policy
- Bullying Prevention Policy
- VPSC Code of Conduct
- VIT Code of Conduct

### **Review Cycle**

This policy was last updated in June 2018 and is scheduled for review in June 2021.