

BULLYING POLICY



Policy Number	PEO213	Version	2
		Approved by Board on	21 Sept 2016
Responsible Person	Chair	Scheduled review date	Sept 2019

1. INTRODUCTION

The Water Industry Operators Association of Australia (WIOA) regards the dignity and autonomy of all people as a core value of the organisation. Bullying behaviour is based on the misuse of power in human relationships, and negates the dignity and autonomy of its victims.

WIOA regards the health and safety of its employees, volunteers, and stakeholders as a primary responsibility. Bullying can affect health and wellbeing.

WIOA is fully committed to eliminating, as far as possible, all forms of bullying in the workplace and in its relationships with its stakeholders through a culture of openness, support, and accountability.

2. PURPOSE

The purpose of this document is to outline WIOA's position on bullying and to document the process which is to be followed should any instances of bullying be reported.

3. DEFINITIONS

"Unreasonable behaviour" is behaviour that is offensive, humiliating, intimidating, degrading or threatening. It includes, but is not limited to:

- Verbal or written abuse
- Initiation pranks
- Excluding or isolating employees
- Giving a person the majority of an unpleasant or meaningless task
- Humiliation through sarcasm, or belittling someone's opinions
- Constant criticism or insults
- Spreading misinformation or malicious rumours
- Deliberately setting work routines or procedures to inconvenience certain employees
- Displaying written or pictorial material which may degrade or offend certain employees.

"Bullying" is repeated, unreasonable behaviour directed towards a person or group of persons. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

"Repeated ... behaviour" refers to the nature of the behaviour, not the specific form of that behaviour. "Repeated unreasonable behaviour" may thus be a pattern of diverse incidents.

Workplace bullying can occur between:

- Two or more employees/volunteers
- Manager(s) and employees(s)/volunteer(s)
- Employees/volunteers and other persons at the workplace (apprentices, students, stakeholders).

- Bullying can occur at any level of the organisation, can be experienced by both men and women and may involve a co-worker, a volunteer, supervisor, manager, service provider, event participant or customer.

Formerly agreed behaviour may be found to be bullying when it continues after a request from the recipient for the behaviour to stop, or at the point it becomes intimidating, offensive or humiliating.

There are bound to be occasional differences of opinion, conflicts and problems in every workplace. Only when the treatment of another person is unreasonable, offensive or harmful does workplace bullying exist.

Similarly, the exercise of a supervisor's legitimate authority at work through the direction and control of work responsibilities, the monitoring of workflow, and giving feedback on performance, is not bullying insofar as the supervisor's actions are intended to assist staff to improve their tasks, their work performance, or the standard of their behaviour. If an employee has performance problems, however, these should be identified and dealt with in a constructive way that is neither humiliating nor threatening.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).

4. POLICY

WIOA has a duty of care to provide a safe workplace. WIOA accepts and acts on its duty of care. Any allegations of workplace bullying that are reported must be investigated.

All incidences of bullying will be dealt with promptly, thoroughly, and fairly.

Complaints will be treated in confidence, and where confidentiality cannot be guaranteed this will be clearly indicated to the complainant.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

4. AUTHORISATION



Jim Martin

Chair

21 September 2016

Water Industry Operators Association of Australia