



Bullying and harassment (including sexual harassment) policy

## Policy document information

<b>Policy name:</b>	Bullying and harassment (including sexual harassment) policy
<b>Author:</b>	ADS
<b>Trust &amp; reputation</b>	
NSW Education Standards Authority	Registered and Accredited Individual Non-government Schools (NSW) Manual Section 3.6 (Safe and supportive environment)
	South Coast Anglican Schools Ordinance 2009 Professional Standards Ordinance 2004
	<ul style="list-style-type: none"> <li>• WHS Act 2011</li> <li>• WHS Regulations 2017</li> </ul>
<b>Other policy relationships</b>	<ul style="list-style-type: none"> <li>• Code of conduct</li> <li>• Work Health Safety Policy and procedure</li> <li>• Workplace complaints procedure</li> <li>• Investigations policy</li> <li>• Whistleblower policy and procedure</li> <li>• Bullying and harassment (including sexual harassment) in the workplace procedure</li> </ul>
<b>Document Location</b>	
<b>Board Checklist</b>	Verified by the most technically competent person inside or outside the organisation and confirmed by the Executive Principal / Head of Campus to be in accordance with the College Mission Statement and Board Governance Manual GM01.
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## Commitment

Sapphire Coast Anglican College (SCAC) (the School), as an agency of the Anglican Diocese of Canberra and Goulburn, recognises the Code of conduct as the determining guide to this policy.

We are committed to promoting and maintaining a culture where our people are able to work in a positive and supportive environment that is free from bullying and harassment. Further, Commonwealth law binds employers to take all reasonably practical steps to manage bullying and harassment in the workplace. Failure to take steps to prevent and address bullying and harassment could constitute a breach of the law and may have repercussions for the School, the Diocese and our people.

## Purpose and Scope

This document outlines the School's policy on bullying and harassment (including sexual harassment) in the workplace.

This is a School wide policy and applies to all Board members, employees, volunteers, clients and contractors (our people). This policy is responsive to the jurisdictional and regulatory environment in which it operates.

## Policy

The School is an equal opportunity employer that promotes fair, equitable and respectful behaviour in the workplace. Workplace bullying or harassment on the basis of race, gender, disability or any other reason is unacceptable and will not be tolerated.

The School aims to:

1. create a working environment which is free from bullying and harassment and where all workers are treated with dignity, courtesy and respect;
2. implement training and awareness raising strategies to ensure that our people know their rights and responsibilities;
3. provide an effective procedure for complaints based on the principles of natural justice;
4. treat all complaints in a sensitive, fair, timely and confidential manner;
5. guarantee protection from any victimisation or reprisals;
6. encourage the reporting of behaviour which breaches this policy; and,
7. promote appropriate standards of conduct at all times.

## Definitions:

A **complainant** is a person who makes a complaint or has a concern in relation to behaviour associated with bullying or harassment in the workplace.

**Bullying** is repeated, unreasonable behaviour that is directed towards a person or group of persons at a workplace, which creates a risk to health and safety. Unreasonable behaviour means behaviour that could reasonably be considered to be humiliating, intimidating, demeaning, undermining or threatening to an individual or group of individuals. It can be overt or covert, inflicted by one person or groups. Bullying may be intentional or unintentional. It can take place between:

1. an employee and a manager or supervisor;
2. co-workers;
3. an employee and any other person in the workplace such as a client or service provider.

## Examples of workplace bullying

The following are examples of workplace bullying:

1. verbal, written or physical abuse or threats;
2. humiliation through sarcasm or through belittling someone's opinions;
3. denying opportunities for training, promotion or interesting work;
4. deliberately denying access to information, consultation or resources;
5. setting tasks that are unreasonably beyond a person's ability;
6. setting timelines that are difficult to achieve, or constantly changing deadlines;
7. intimidating behaviour such as yelling, screaming, threatening or 'standing over';
8. repeated 'put-downs' or displays of aggression;
9. behaviour that intends to punish such as isolation, exclusion from workplace activities and 'ganging up', constant criticism or insults.

## What is NOT considered to be bullying

There are things that happen at work that are not considered to be workplace bullying, even when these experiences may be slightly uncomfortable. The following 'reasonable management actions' are not considered to be bullying:

1. counselling because of concerns about work performance;
2. allocating reasonable levels of work in keeping with others in the work area;
3. applying harsh conditions that are in keeping with *Work Health Safety* standards, when these are applied to everyone else in the workplace;
4. changing a roster in a reasonable way, even if an employee does not like it;
5. asking an employee for a medical certificate when they are taking sick or carers' leave;
6. giving an employee critical feedback about their work when this is done in privacy and in a respectful manner;
7. moving an employee to a different work area when this is in keeping with their duty statement and they have been consulted prior to the move;
8. being left out of meetings when they are not relevant to a person's work;
9. good natured interactions with peers, such as joking, laughing and telling stories between colleagues when it is not directed at anyone and does not contain offensive content;
10. an employee is asked by a work colleague for a date and the work colleague respects the employee's wishes if they decline;
11. an employee is respectfully told by a colleague that they are bothering them or holding up their work;
12. someone disagrees with an employee's opinion in a respectful way;
13. accidentally being overlooked in a social invitation (as long as this were not a consistent or repeated occurrence).

**Workplace harassment** is any behaviour or conduct which has no legitimate workplace function and which makes one feel offended, humiliated, intimidated, or uncomfortable at work because of the race, colour, relationship status, nationality or ethnic origin, spirituality, gender, disability, sexual preference or some other characteristic. It is repeated (but not always), unwelcomed, unreciprocated, uninvited behaviour that is verbal, written or physical in nature.

It can take place between:

1. an employee and a line manager;
2. co-workers;
3. an employee and any other person in the workplace, for example, a client or service provider.

The following are examples of workplace harassment (including sexual harassment):

1. unwelcome practical or sexual jokes;
2. circulating or displaying written or pictorial material that is offensive or belittling;
3. unwelcome, suggestive looks, physical contact or requests for sexual favours;
4. the use of unsuitable language;
5. derogatory or dismissive comments;
6. spreading gossip and rumours;
7. gestures that are insulting or belittling.

There does not have to be an intention to offend or harass a particular individual for behaviour to be considered workplace harassment. Different social or cultural backgrounds may lead a person to perceive the same conduct differently.

## Responsibilities

This policy is approved by the SCAC Board. This document will be reviewed every two years by the Principal.

**Line managers** are responsible for:

1. monitoring the work environment to ensure that acceptable standards of conduct are observed at all times and identify and manage any issues with appropriate support; and
2. treating all complaints seriously and taking immediate action to investigate and resolve the matter.

**Personnel** are responsible for:

1. their own health and safety;
2. complying with this policy;
3. speaking up and offering support to anyone who is being harassed or bullied and letting them know where they can get help and advice (they should not, however, approach the bully or harasser themselves); and
4. maintaining complete confidentiality if they provide information during the investigation of a complaint.

## Feedback

Feedback on this policy can be emailed to [admin@scac.nsw.edu.au](mailto:admin@scac.nsw.edu.au)

## Compliance

Noncompliance with this procedure may result in disciplinary action up to and including dismissal.

## Review

This policy and attached procedure is reviewed on a biennial basis for approval by the Principal.