



# THE LAKES SOUTH MORANG P – 9 SCHOOL

## Prevention of Work Place Bullying

### Definition:

Workplace bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety.

Workplace bullying can include such behaviour as deliberately changing work routines to victimise particular employees, verbal abuse, physical abuse, ridiculing someone's opinions, excluding someone from workplace activities, or humiliating someone through sarcasm, insults or intimidation.

### Rationale:

Bullying in the workplace is not to be tolerated as it is contrary to maintaining the health, safety and wellbeing of staff and can cause stress for individuals and poor morale within the workplace.

### Aim:

To provide all staff with a workplace that is free from bullying.

### Implementation:

- Every staff member has a responsibility to behave in a professional manner, to comply with this policy and to treat everyone who works here with dignity and respect.
- The Lakes School is committed to providing all employees with a healthy and safe workplace free from bullying and intimidation.
- The Lakes School will not tolerate bullying behaviour in the workplace or at activities organised through the workplace.
- Bullying is not an acceptable part of our work culture and it can harm a person's health and wellbeing.
- Any staff member who experiences or witnesses workplace bullying should report it to the principal as soon as possible.
- Anyone who experiences or witnesses bullying involving the Principal should report it to the Regional Director.
- When bullying is reported it will be investigated quickly and in accordance with the procedures referred to below.
- If there is no response from the relevant authority, the complainant is entitled to approach the school's occupational health and safety representative.
- Where necessary, a formal investigation will be undertaken following the procedures described in relevant Department of Education and Training materials. Disciplinary action may result.

This policy should be read in conjunction with the following school developed policies and guidelines such as:

- Sexual harassment policy                      Occupational health and safety policy
- Equal opportunity policy                      Staff health and wellbeing policy

**Evaluation:** This policy will be reviewed.

This policy is ratified 20/3/07