



Workplace Bullying Policy

Purpose: The purpose of this policy is to protect workers and others from workplace bullying.		
Scope: Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.		
Status: Authorised	Supersedes: Version 20210303	
Authorised by: Principal	Date Authorised: 12.06.23	Policy Owner: Principal
Review Date: Every two years	Next Review Date: June 2025	
References:	<ul style="list-style-type: none"> • Adapted from ISQ Workplace Bullying Policy Template – 2018 version • Work Health and Safety Act 2011 (Qld) • Education (Accreditation of Non-State Schools) Regulations 2017 (Qld) • Birali Steiner School’s Staff Code of Conduct • Birali Steiner School’s Complaints Policy 	
Definitions:	<ul style="list-style-type: none"> • Workplace bullying: repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. • Repeated behaviour: refers to the persistent nature of the behaviour and can involve a range of behaviours over time. • Unreasonable behaviour: means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. <p>Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:</p> <ul style="list-style-type: none"> ○ abusive, insulting or offensive language or comments, which may include using electronic mediums ○ unjustified criticism or complaints ○ deliberately excluding someone from workplace activities ○ withholding information that is vital for effective work performance ○ setting unreasonable timelines or constantly changing deadlines ○ setting tasks that are unreasonably below or beyond a person’s skill level ○ denying access to information, supervision, consultation or resources to the detriment of the worker ○ spreading misinformation or malicious rumours, which may include using electronic mediums ○ changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers. <p style="text-align: center;">If workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, it should be reported to the police.</p>	

Policy

All workers at Birali Steiner School have the right to work in an environment free from workplace bullying. Birali Steiner School is committed to taking action to protect workers from workplace bullying and to responding appropriately should such behaviour occur, including possible disciplinary action. Any instances of workplace bullying should be reported under the Birali Steiner School Complaints Policy.

In accordance with relevant law, Birali Steiner School prohibits workplace bullying towards its workers, whilst they are engaging in their work at Birali Steiner School.

Workplace Bullying Policy

Under the Work Health and Safety Act 2011 (Qld), Birali Steiner School's recognises its duty in relation to workplace bullying includes, so far as is reasonably practicable:

- Elimination or minimisation of risks via the highest level of protection from hazards and risks as is reasonably practicable
- The provision of a safe work environment and safe systems of work
- Fair and effective representation, consultation, co-operation and issue resolution
- Provision of information, training, instruction and supervision
- Monitoring the health and safety of workers and the conditions at the workplace to ensure that work related illnesses and injuries are prevented

The Work Health and Safety Act 2011 (Qld) defines health as meaning physical and psychological health and therefore includes the mental and physical health of workers that may be negatively impacted by workplace bullying.

Responsibilities

Person Conducting a Business or Undertaking

In its legal role as a Person Conducting a Business or Undertaking, Birali Steiner School undertakes its role and responsibilities under the legislation as detailed in the Birali Steiner School Work Health and Safety Policy. Specifically, in relation to bullying, Birali Steiner School acknowledges its responsibility to:

- take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- appropriately respond to any occurrences of workplace bullying.

Officers

In their legal role as Officers, Birali Steiner School's Board Members, the Principal and Leadership Team undertake their role and responsibilities under the legislation as detailed in the Birali Steiner School's Work Health and Safety Policy. Specifically, in relation to bullying, Officers at Birali Steiner School have a responsibility to ensure that Birali Steiner School acts to:

- take reasonable steps to prevent workplace bullying from occurring, as far as is reasonably practicable
- appropriately respond to any occurrences of workplace bullying.

Workers and Others

Birali Steiner School's employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the school, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation as detailed in the Birali Steiner School Work Health and Safety Policy. Specifically, in relation to bullying, Workers at Birali Steiner School have a responsibility to:

1. not bully any other person
2. appropriately report to the school, bullying that is targeted towards them.