

HORIZONS COLLEGE – POLICY & PROCEDURE

WORKPLACE BULLYING POLICY



Purpose: The purpose of this policy is to protect workers and others from workplace bullying.

Scope: All workers and other persons at the school, including students.

- References:**
- [Work Health and Safety Act 2011 \(Qld\)](#)
 - [Education \(Accreditation of Non-State Schools\) Regulations 2001 \(Qld\)](#)
 - Horizons College Workplace Health and Safety Policy and Procedures
 - Horizons College Employee Code of Conduct
 - Horizons College Dispute Resolution Policy and Procedures

Policy Name:	Workplace Bullying Policy	Version 202006_01	
Policy Type:	Governance		
Supersedes:	Previous		
Authorised by:	Board Chair	Date of Authorisation:	June 2020
Review Date:	Every 2 Years	Next Review Date:	June 2022
Policy Owner:	Principal		

Note: Policy types marked with asterisks as follows are:

* published on school website

** only mandatory for schools incorporated through the *Corporations Act 2001* (Cth)



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Policy

All workers at Horizons College have the right to work in an environment free from workplace bullying. Horizons College 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 Horizons College Dispute Resolution Policy.

In accordance with relevant law, Horizons College prohibits workplace bullying towards its workers, whilst they are engaging in their work at Horizons College

Under the *Work Health and Safety Act 2011 (Qld)*, Horizons College 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.

Definitions

- **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.

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:

- 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.

If workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, it should be reported to the police.

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Responsibilities

Person Conducting a Business or Undertaking

In its legal role as a *Person Conducting a Business or Undertaking*, Horizons College undertakes its role and responsibilities under the legislation as detailed in the Horizons College Work Health and Safety Policy and Procedures. Specifically, in relation to bullying, Horizons College 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, Horizons College's Board Members and the Principal undertake their role and responsibilities under the legislation as detailed in the Horizons College Work Health and Safety Policy. Specifically, in relation to bullying, Officers have a 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.

Workers and Others

Horizons College's employees, as well as contractors and subcontractors and their employees, employees of a labour hire company who have 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 Horizons College Work Health and Safety Policy and Staff Code of Conduct. Specifically, in relation to bullying, Workers at Horizons College have a responsibility to:

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