

Mallee Community Broadcasters Inc. Bullying Policy

BULLYING POLICY

1. *Purpose*

Mallee Community Broadcasters Inc. is committed to providing a safe and healthy work environment in which all volunteer's and committee members are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by Mallee Community Broadcasters Inc.

This policy outlines Mallee Community Broadcasters Inc. commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that volunteer's and committee members are not subjected to any form of bullying while at the "work" place. It also details the legal responsibilities of Mallee Community Broadcasters Inc. and its volunteer's and committee members in relation to preventing bullying in the workplace.

2. *Scope*

This policy covers all volunteer's and committee members of Mallee Community Broadcasters Inc. and all persons performing work at the direction of, in connection with, or on behalf of Mallee Community Broadcasters Inc. (for example, contractors, subcontractors, agents, consultants).

This policy extends to all functions and places that are work related, for example, work lunches, conferences, Outside broadcasts, Christmas parties and client functions.

3. *Principles*

Everyone at the workplace has a legal, as well as moral responsibility, to prevent bullying from occurring.

Under relevant health and safety legislation, Mallee Community Broadcasters Inc.'s primary duty is to eliminate or minimise, as far as reasonable practicable, the risks to health and wellbeing in the workplace. This duty includes the implementation of strategies to prevent workplace bullying.

Volunteer's and Committee members are required to take reasonable care for their own health and wellbeing, as well as that of others on the premises. They are required to also comply with any reasonable instruction given by Mallee Community Broadcasters Inc.

4. *What is Workplace Bullying*

- Workplace bullying is repeated and unreasonable behaviour directed towards a worker, or a group of workers, that creates a risk to health and safety. It includes both physical and psychological risks and abuse.
- Bullying behaviours can take many different forms, from the obvious to the subtler:

- Repeated hurtful remarks or attacks, or making fun of your work or you as a person (including your family, sex, sexuality, gender identity, race or culture, education or economic background;)
- Sexual harassment, particularly stuff like unwelcome touching and sexually explicit comments and requests that make you uncomfortable;
- Excluding you or stopping you from working with people or taking part in activities that relate to your work;
- Playing mind games, ganging up on you, or other types of psychological harassment
- Intimidation (making you feel less important and undervalued)
- Deliberately holding back information you need for getting your work done properly
- Pushing, shoving, tripping, grabbing you in the workplace
- Attacking or threatening with equipment, knives, guns, clubs or any other type of object that can be turned into a weapon; and
- Initiation or hazing - where you are made to do humiliating or inappropriate things in order to be accepted as part of the team.
- The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute bullying and are totally unacceptable at Mallee Community Broadcasters Inc.
- A single incident of unreasonable behaviour does not usually constitute bullying, however, it should not be ignored as it may have the potential to escalate into bullying behaviour. Your safety and wellbeing is important.
- A person's Intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.
- Bullying in the workplace is harmful not only to the target of the behaviour but also damages the Mallee Community Broadcasters Inc culture and reputation. It is unacceptable and will not be tolerated.
- Some types of workplace bullying are criminal offences. If you have experienced violence, assault and stalking you should report it directly to the police.

5. Reporting Workplace Bullying

When you are being bullied it's important that you know there are things you can do and people who can help. You have the right to be in a safe workplace free from violence, harassment and bullying.

Bullying may also be discrimination if it is because of your age, sex, pregnancy, race, disability, sexual orientation, religion or certain other reasons. Sexual harassment and racial hatred are also against the law.

We all have a moral responsibility to help create a positive, safe workplace. If you or someone in your workplace is experiencing harassment or bullying, there are steps you can take to solve it.

If you feel that you have been bullied, you should not ignore it.

- Mallee Community Broadcasters Inc. has a process for making a complaint and resolving disputes, which might include a warning, requiring the bully to have counselling, a mediation process, or even firing the bully if the situation

- continues. The person to talk to in the first instance might be your manager, or the committee.
- Keep a diary. Documenting everything that happens, including what you've done to try stopping it. This can help if you make a complaint;
- Get support from someone you trust;
- If you feel safe and confident, you can approach the person who is bullying you and tell them that their behaviour is unwanted and not acceptable. If you are unsure how to approach them, you might be able to get advice from a colleague or manager.
- If the situation has not changed after complaining to your manager, or if there is not anyone you can safely talk to at work you can get outside information and advice.
- When to contact the police
- If bullying is violent or threatening it may be a criminal offense and you should contact the police immediately call 000
- If the situation is not urgent you can call 131 444 for all states and territories except for Victoria where you will need to visit your local police station.
- Making a complaint about workplace bullying to the Australian Human Rights Commission. If you are being bullied, harassed or discriminated against because of your race, sex, age, sexual orientation, religion or because you have a disability or are pregnant you can also contact the Australian Human Rights Commission. Call 1300 656 419 or http://www.humanrights.gov.au/complaints_information/young_people.html
- The Commonwealth Fair work Ombudsman can provide information and advice about Australia's workplace rights and rules and the protection you have against harassment and discrimination. Call 131394 or <https://www.fairwork.gov.au/employee-entitlements/bullyingand-harassment>

6. Breaches of this Policy

Mallee Community Broadcasters Inc. takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All volunteer's and committee members are required to comply with this policy.

If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of their involvement. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with Mallee Community Broadcasters Inc. terminated or not renewed.

If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and or have their employment terminated.