

 <p>MULTICULTURAL COUNCIL of TASMANIA</p>	<h2>Anti-Bullying Policy</h2>	Policy ID	MCOT-ABL
		Version Number	1
		Implementation Date	20 June 2019
Page Number	1 of 3	Last Reviewed/Update Date	Approved 20 June 2019
Policy Owner	BOARD	Approval	Board
Drafted by	Ron Franks	Next review date	April 2021

INTRODUCTION

Multicultural Council of Tasmania believes that all people should work in an environment free from bullying and understands that workplace bullying is a threat to the health and wellbeing of its staff, members, volunteers and Board members.

Accordingly, Multicultural Council of Tasmania is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.

PURPOSE

The purpose of this document is to communicate that Multicultural Council of Tasmania does not tolerate any form of workplace bullying and to set out the process which is to be followed should any instances of workplace bullying be reported.

DEFINITIONS

“Bullying” is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

“Repeated behaviour” refers to the persistent nature of the behavior and can involve a range of behaviours over time.

“Unreasonable behaviour” is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behavior that is victimising, humiliating, intimidating or threatening.

Examples of behavior, whether intentional or unintentional, that may 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
- 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

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- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a worker or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels.

Workplace bullying can occur between workers (sideways), from managers to workers (downwards), or workers to supervisors/managers (upwards).

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- deciding not to select a worker for promotion where a reasonable process is followed
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).

POLICY DETAIL

Multicultural Council of Tasmania has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Multicultural Council of Tasmania accepts and acts on its duty of care. any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

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RELATED DOCUMENTS

- Anti-discrimination policy
- Equal Employment Opportunity policy
- Workplace Health and Safety policy
- Code of Conduct policy

AUTHORISATION

Signed by CEO:Date: 20 June 2019

Signed by Chair:Date: 20 June 2019