

POLICY: Workplace Bullying



Policy adopted by the Board of Netball Tasmania 9 October 2016

Our commitment

Netball Tasmania is committed to providing a safe and healthy workplace free from bullying.

Workers are protected by this policy if they feel bullied by a supervisor, another worker, client, contractor or member of the public.

Netball Tasmania will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially.

This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time.

Expected workplace behaviours

Under work health and safety laws, workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

Netball Tasmania expects people to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities; for example when dealing with clients
- at work-related events; for example at conferences and work-related social functions
- on social media where workers interact with colleagues or clients and their actions may affect them either directly or indirectly.

What is workplace bullying?

Workplace bullying is defined as 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 refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable. It includes behaviour that victimises, humiliates, intimidates or threatens someone.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

What is not workplace bullying?

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying, if the action is done in a reasonable and lawful way, taking the particular circumstances into account.

What can you do?

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue with your supervisor, health and safety representative, or other manager within Netball Tasmania. You may also raise any issues with your union representative.

If you witness unreasonable behaviour, you should bring the matter to the attention of your manager as a matter of urgency.

How we will respond

If workplace bullying or unreasonable behaviour is reported or observed, Netball Tasmania will take the following steps:

- the responsible manager or supervisor will speak to those involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue
- if issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made
- all complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the matter or in resolving it will have access to the information
- the person making the report or helping to resolve it will not be victimised. Reports made maliciously or in bad faith will result in disciplinary action.

Consequences of breaching this policy

Appropriate disciplinary action will be taken against anyone found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- a verbal or written apology
- one or more parties agreeing to take part in counselling or training
- a verbal or written reprimand
- transfer, demotion or dismissal of the person engaging in the bullying behaviour.

If bullying has not been substantiated

If the investigation finds bullying has not occurred or cannot be substantiated, Netball Tasmania may still take appropriate action to address any workplace issues leading to the report.