



WORKPLACE BULLYING POLICY

ASPP-010

ASPLUM recognises the risk to worker health and safety from exposure to bullying.

POLICY

Bullying is defined as 'repeated, unreasonable behaviour, directed toward employees, that may create a risk to health and safety in the workplace'.

Bullying can include:

- Verbal abuse and/or harassment
- Humiliation
- Intimidation
- Deliberately –
 - Assigning meaningless tasks
 - Unrealistic volume of tasks
 - Withholding information that prevents a person from working effectively

ASPLUM will engage the following approach to bullying:

1. Prevent: Training employees about what constitutes bullying behaviour; Creating awareness of the health and safety risks associated with bullying; Encouraging reporting of bullying behaviour
2. Investigation: An incidence of bullying will be investigated by suitably trained personnel; Investigations will be in a fair, unbiased manner following set guidelines
3. Control Strategies: will be put in place that may include – Mediation, Counselling, Disciplinary action that could result in termination of employment.

RESPONSIBILITIES

Management will:

- Remain impartial and treat all cases fairly
- Manage each case in a confidential and timely manner
- Respond to all reported cases
- Ensure prompt referral to support/mediation
- Oversee controls and follow-up as required

Employees will:

- Report bullying to Supervisor, Manager or Office Manager

A handwritten signature in blue ink, appearing to read 'RH'.

Ron Hughes - Manager Asplum & Civil 05/05/2020

References:

Model WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice