

## Narrandera Ex-Servicemen's Club Ltd

### WORKPLACE BULLYING POLICY

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#### OBJECTIVE

Narrandera Ex Servicemen's Club Ltd believes all workers should work in an environment free from bullying.

Work place bullying is defined as repeated, 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 regard for the circumstances, would see as un-reasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Examples of behaviour that may be considered to be workplace bullying if above three criteria are met include:

- 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 such that it has a detriment to the worker.
- Spreading misinformation or malicious rumours.
- Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers.
- Excess scrutiny at work.

Single incidents can also present a risk to health and safety and will not be tolerated. Narrandera Ex Servicemen's Club and its' workers have a responsibility to ensure workers are not exposed to bullying and must not engage in this behaviour.

Narrandera Ex Servicemen's Club have procedures to deal with workplace bullying.

All reports will be treated seriously and dealt with promptly, confidentially and impartially. Narrandera Ex Servicemen's Club encourages all workers to take action to manage workplace bullying and to report bullying in line with the procedure. *Please refer to page nine (9) of the Staff Operations Manual.*

Narrandera Ex Servicemen's Club will ensure that workers who make reports and anyone else who may be involved are not victimised. The contact person for reporting any alleged bullying in this workplace is, in the first instance – your Supervisor. The Secretary Manager is your main contact and is available at all times.

**Consequences of breaches.**

If this policy is not adhered to, it may result in disciplinary action, including a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.