

Prevention of Bullying in the Workplace Policy

1. Objectives - Policy statement

- 1.1 The Department is committed to ensuring all staff, students and visitors are treated with dignity and respect and takes action to prevent and respond to bullying in its workplaces in accordance with statutory and regulatory obligations and corporate objectives.
- 1.2 The Department will ensure it has systems and procedures for reporting, investigating and resolving complaints relating to bullying in accordance with the Department's policy *Responding to Suggestions, Complaints and Allegations*. Specific procedures will be developed and implemented to address cyber bullying.
- 1.3 The Department will ensure appropriate instruction, information and training are provided to support this policy and promote staff awareness, including:
 - Information and instruction on the standard of professional behaviour and respect towards others required in the workplace as stated in the DET *Code of Conduct*
 - Procedures for reporting and resolving complaints of bullying
 - Information and instruction provided for staff investigating complaints of bullying
- 1.4 The Department will ensure protection of complainants and witnesses from victimisation as a result of the complaint or report in accordance with *Responding to Suggestions, Complaints and Allegations*.
- 1.5 The Department will review its systems and procedures periodically to ensure the content remains relevant and consistent with corporate objectives.

2. Audience and applicability

- 2.1 This policy applies to all employees of the Department of Education and Training and TAFE NSW, students, visitors, volunteers and contractors while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

3. Context

- 3.1 An employee is subject to workplace bullying if the person is subjected to repeated behaviour by a person, including the person's supervisor, or a co-worker or group of co-workers of the person, or other person including a student, a member of the school community or member of the public external to the workplace that:
 - is unwelcome and unsolicited; and
 - the person considers to be offensive, intimidating, humiliating or threatening; and
 - a reasonable person would consider to be offensive, humiliating, intimidating or threatening

Workplace bullying and harassment does not include reasonable management action taken in a reasonable way in accordance with DET policies and procedures in connection with the person's employment.

Bullying behaviour can be verbal, physical, social or psychological (including offensive messages through the use of SMS, email and material posted on the internet, known as "cyber bullying", or inappropriate use of camera phones).
- 3.2 This policy is in accordance with the *Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001*.
- 3.3 This policy should be read in conjunction with the Department's policies the *Code of Conduct, Responding to Suggestions, Complaints and Allegations*, and the *Occupational Health and Safety Risk Management Policy*.
- 3.4 This policy is consistent with relevant departmental policy and procedures including the *Occupational Health and Safety Policy, Safety Values* and *Safety Management System*.
- 3.5 For matters involving student to student bullying, refer to the Department's *Anti-Bullying Plan for Schools*.

4. Responsibilities and delegations

- 4.1** The Director-General of Education and Training and Managing Director of TAFE NSW will ensure that systems are in place for the prevention of and response to workplace bullying in accordance with statutory and regulatory obligations.
- 4.2** Senior executive and workplace managers are required to:
- Implement this policy within their area of control
 - Implement DET programs and procedures to prevent bullying in the workplace including providing information and instruction on the Code of Conduct and Responding to Suggestions, Complaints and Allegations
 - Encourage a work culture of dignity and respect for others in the workplace
 - Ensure staff are consulted in developing risk management strategies and procedures with respect to prevention of bullying in the workplace
 - Ensure reports of bullying are acted on in accordance with departmental procedures
- 4.3** Employees are required to:
- Adhere to this policy, ensuring their behaviour is consistent with the Code of Conduct, that they treat others with dignity and respect and do not bully or harass others
 - Report hazards, risks or incidents related to bullying to their supervisor, manager or senior line manager
 - Participate in consultation during the development of risk management strategies and procedures
 - Participate in information, instruction or training provided in relation to the prevention of bullying or harassment in the workplace
 - Follow the procedures for Responding to Suggestions, Complaints and Allegations.
- 4.4** All students, visitors, volunteers and contractors are expected to follow the bullying policy and associated procedures while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

5. Monitoring, evaluation and reporting requirements

- 5.1** The Director of Occupational Health and Safety is responsible for monitoring and evaluating the implementation and effectiveness of the policy.

6. Contact

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