**BULLYING AND HARASSMENT POLICY**

***[ORGANISATION NAME]*** is a bullying and harassment free workplace.

**Definitions**

*Workplace bullying or harassment –* is the repeated unreasonable behaviour directed towards an employee, or group of employees, that creates a risk to health and safety.

**Principles**

Bullying or harassment can occur wherever people work together. Bullying or harassment is not always intentional. Sometimes people do not realize their behaviour can be harmful to others. The following types of behaviour, when repeated or occurring as a pattern of behaviour, could be considered bullying or harassment:

* Verbal abuse;
* Psychological harassment;
* Physical harassment
* Intimidation;
* Humiliating someone through sarcasm or insults;
* Initiation practises;
* Ridiculing someone’s opinions;
* Unwanted sexual advances;
* Giving someone the majority of unpleasant tasks;
* Excluding someone from workplace activities;
* Unwarranted phone calls, text messages or emails.

*\*This list is not exhaustive. Other types of behaviour may also constitute bullying or harassment.*

**Roles and Responsibilities**

*Employers/Managers*

* Promote awareness of the issue amongst work group;
* Consult with staff to establish whether bullying and is a problem in the workplace;
* Provide training and instruction to employees regarding and bullying and harassment issues;
* Ensure this policy is adhered to and consistently applied.

*Employees*

* Have a responsibility to abide by safety standards and co-operate with their employers actions to ensure a safe and healthy workplace is maintained;
* Assist and comply with investigations by their employer regarding bullying and harassment issues in the workplace;
* Take reasonable care for the health and safety of others in the workplace.

**How to Make a Complaint**

Seek a complaint channel that you both trust and feel comfortable with. First, raise the issue internally with your manager or supervisor to endeavour to resolve the issue. When a complaint is made it will be treated as a serious matter, be investigated promptly and should be kept confidential where appropriate

If a complaint cannot be resolved internally, or if you have concerns with raising the issue in the workplace, the following external complaint channels include:

* *Occupational Safety and Health Tribunal (WAIRC)*
* Equal Opportunity Commission of Western Australia (EOCWA)
* Australian Workers Union (AWU)
* Human Rights and Equal Opportunity Commission

**Who can you Contact**

For general enquires, please contact one of the following who will be able to assist you further:

***\_\_\_\_\_\_\_\_*  Employer Representative**

Telephone:

Email-

**WorkSafe Western Australia**

Telephone: **1800 678 198** (24 hour serious incident and fatality reporting line)

 **1300 307 877** (General Inquiries)

Email: safety@commerce.wa.gov.au