

ANTI-BULLYING & HARASSMENT POLICY

OBJECTIVE

The objective of this policy is to ensure that all employees and the Board of Directors are aware of their rights and obligations if they are ever subject to, or witness bullying in the workplace.

Repeated instances of bullying can present a risk to the health and safety of a worker or a group of workers and will not be tolerated. The Club and its workers all have a responsibility to ensure workers are not exposed to or engaged in bullying behaviours.

All reports of bullying will be treated seriously and dealt with promptly, confidentially and impartially. The Club encourages all workers to take action to manage workplace bullying and to report it in line with this policy. The Club will ensure that Employees who make reports of bullying or are otherwise involved are not victimised.

The Club will not accept, condone or tolerate workplace bullying of any kind.

SCOPE

Workplace bullying occurs when:

- An individual or group of individuals repeatedly behaves unreasonably towards a worker or a group of workers at work; **AND**
- The behaviour creates a risk to health and safety
- Must be repeated to be deemed bullying

Bullying that occurs 'at work' may not necessarily occur while the workers are engaged in work, and may include situations where the worker is on a break onsite, on a work trip outside ordinary hours, working from home, or even outside of work when there is a relevant connection to the workplace.

Examples of Bullying:

- Aggressive and intimidating conduct;
- Belittling or humiliating comments;
- Victimisation;
- Spreading malicious rumours;
- Practical jokes or initiation;
- Exclusion from work-related events;
- Pressure to behave in an inappropriate manner;
- Unreasonable work expectations;
- Denying access to information, supervision or resources that results in a detrimental impact on a worker/s;
- Abusive, insulting or offensive language; and
- Setting tasks that are unreasonably below a person's skill level.
- Cyber bullying

Effects of Bullying:

Workplace bullying often results in significant negative consequences for an individual's health and wellbeing.

These negative consequences include:

- Depression;
- Anxiety;
- Sleep disturbances;
- Panic attacks;
- Post-traumatic stress disorder;
- Suicidal ideation.

PROCEDURE

Any member of staff who is the subject of bullying in the workplace must notify the Human Resources Department and confirm it in writing, so that an investigation can be conducted and appropriate action taken.

Any employee who witnesses another employee being subjected to bullying in the workplace must notify the Human Resources Department and confirm it in writing, so that an investigation can be conducted and appropriate action taken.

If the complaint involves the Human Resources Department or Operations Manager, then the employee may address their concerns to the CEO.

Upon receipt of such information in writing, the Club will investigate the matter. This investigation may include gathering information from both parties, interviewing witnesses, decide if the bullying and/or harassment occurred or not and determine an appropriate outcome

BREACH OF POLICY

The Ary Toukley has a zero tolerance to bullying and harassment.

Any employee who breaches this policy, or who makes a false claim of bullying shall be subject to counselling and/or disciplinary action, which *may* include termination of employment.