

Workplace Bullying Policy

1. Purpose

The National Indigenous Radio Service is committed to preventing workplace bullying as part of providing a safe, healthy and productive work environment.

2. Application

This policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours,
- During work activities,
- At work-related events, for example conferences and work-related social functions,
- On social media where workers interact with colleagues or clients.

This policy is to be made available to all workers including contractors.

3. Definition

Bullying at work occurs when:

- a person or a group of people repeatedly behaves unreasonably towards a worker or a group of workers at work; and
- the behavior creates a risk to health and safety.

Bullying does not include reasonable management action carried out in a reasonable way.¹

See further elaboration of this definition at *Appendix 1*.

4. Policy

The National Indigenous Radio Service expects its employees, board members, contractors, clients and the general public to:

- Behave in a responsible and professional manner,
- Treat all in the workplace with courtesy and respect,
- Listen and respond appropriately to the views and concerns of others.

¹ This reflects the definition of workplace bullying at s.789FD of the *Fair Work Act 2009*.



- Be fair and honest in their dealings with others.

Workers are protected by this policy whether they feel bullied by a supervisor, Board member, another worker, contractor or member of the public.

Relevant legislation

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Fair Work Act 2009
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Associated policies

- Code of Conduct
- Sexual Harassment Policy
- Workplace Grievance and Disputes Policy

Authorised 30 June 2022 by General Manager	Review date: 30 June 2023
--	---------------------------

Appendix 1

Further definitions of bullying behavior and reasonable management action

Bullying behavior may include, but is not limited to, any of the following types of behaviour:

- Abusive, insulting or offensive language or comments
- Aggressive or intimidating conduct
- Belittling or humiliating comments
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Spreading malicious rumours
- Teasing and practical jokes
- Unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- Displaying offensive material
- Pressure to behave in an inappropriate manner

Reasonable management action may include:

- Performance management processes
- Disciplinary action for misconduct
- Informing a worker about unsatisfactory work performance or inappropriate work behavior
- Asking a worker to perform reasonable duties in keeping with their job
- Maintaining reasonable workplace goals and standards.