



Elimination of Bullying

Australian Education Union ACT Branch Policy

Policy Number	POL022	Version	2.0
Last Reviewed	15/08/2018	Next Review	15/08/2021

INTRODUCTION

The Union is fully committed to eliminating, as far as possible, all forms of bullying (as defined in the *Fair Work Act 2009*) in the workplace and in its relationships with its members through a culture of openness, support and accountability.

PURPOSE

The purpose of this document is to identify the position of the Union in regards to bullying and the process for management of an allegation of bullying.

POLICY

The Union will not tolerate bullying under any circumstances. This approach applies to all officers, employees and members of the Union in any Union related context.

The Union will promptly and sensitively investigate any allegations of bullying and take action appropriate to the findings of the investigation.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that staff are aware of this policy and lead a culture that does not tolerate bullying.

It is the responsibility of all employees to contribute to a culture that discourages bullying and set an example by their own behaviour.

PROCEDURES

1) Bullying Allegation Management

- An allegation of bullying will be managed in accordance with the procedures identified in policy *Staff Dispute Resolution - POL052*.
- The complainant has the right to determine how a complaint is treated, either informally with the support of management, or formally by lodging a written complaint.
- Reports will be treated as confidential until the lodgement of a written complaint, where the person accused must be notified in accordance with natural justice.
- The complainant has the right to discontinue a complaint at any stage of the process.

2) Reasonable Management Action

A manager has the authority to provide direction, delegate work responsibilities, monitor workflow and give feedback on performance. This is not bullying insofar as the manager's actions are intended to assist staff to improve work performance or standards of behaviour. If an employee has performance problems, however, these should be identified and dealt with in a constructive way that is neither humiliating nor threatening.

3) Dealing with Criminal Conduct

The Union is committed to managing complaints about bullying at an organisational level. However, some forms of severe bullying may constitute criminal conduct unsuited to internal



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resolution. If a criminal offence is alleged to have occurred the aggrieved person must notify the Branch President or Branch Secretary and report the matter to the police.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.