



Policy 6.06 Workplace Harassment and Bullying

Introduction

Wanderers Football Club recognises that workplace harassment and bullying have detrimental effects on people and the Club. It can create an unsafe working environment, result in a loss of valued employees and reduce effectiveness and efficiency of programs. Therefore, Wanderers Football Club is committed to a harassment free working environment.

Policy Statement

Wanderers Football Club is committed to taking all reasonable steps in ensuring a healthy and safe workplace that is free from workplace harassment and bullying. Workplace harassment and bullying is unacceptable and will not be tolerated under any circumstances.

Principles

The following principles will be followed to help ensure Wanderers Football Club is free from workplace harassment and bullying:

- This policy is applicable to all staff, participants, Directors and other stakeholders of Wanderers Football Club.
- All reports of workplace harassment and bullying behaviour will be handled sensitively, treated seriously, and professionally managed.

Definitions

Workplace harassment and/or bullying is repeated unreasonable behaviour directed towards a person, or group of people, other than behaviour amounting to sexual harassment, by a person, including the person's employer or an employee or group of employees of the person that or a service user:

- 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.

Examples of such behaviour include but are not limited to:

- Verbal abuse.
- Repeated threats of dismissal or other punishment for no reason.
- Sabotaging a person's work.
- Physical abuse.
- Intentionally isolating or excluding a person.
- Consistently giving unpleasant tasks to a particular person.
- Ridicule, sarcasm or insults.
- Humiliating comments.
- Intimidation.
- Withholding or removal of responsibility for work without justification.
- Withholding of information that is relevant for the purpose of carrying out of work.
- Transmission of offensive or unsolicited emails, digital images or other material.
- Spreading gossip or false, malicious rumours about a person with the intent to cause harm.



Workplace harassment and bullying is not every communication that is perceived to be unpleasant or that is reacted to in a negative way. Occasionally there will be differences of opinion at work, and that type of occasional communication will be deemed to be usual and expected although unpleasant. In some instances, those differences may even elevate to become non-aggressive conflicts. Also, irritations and minor problems may arise in the working environment between colleagues. These instances will be interpreted as usual workplace interactions that do not indicate the presence of workplace bullying. If behaviours identified as not constituting workplace bullying occur, action will still be taken to address concerns in line with Club performance, conduct and behaviour procedures which may include additional training and support in workplace wellbeing and safety.

Workplace harassment and bullying is not the legitimate and reasonable management of an employee's or contractor's under-performance. This can involve direct feedback, counselling or close monitoring and performance management and conversations that comprise reprimands, direct orders or other reasonable management action.

Wanderers Football Club will draw on the principle of the "reasonable person" as a guide as to what workplace harassment and bullying may be. The "reasonable person" is considered to be the objective third person who can observe matters with dispassion and cool judgment. In the context of cultural considerations, a reasonable person must demonstrate their ability to apply a cultural lens to the circumstances or identify, themselves, as culturally diverse. Therefore, the interpretation of what constitutes workplace harassment and bullying is what is assessed through the eyes of a "reasonable person" as that activity which is workplace harassment and bullying.

Process

Wanderers Football Club requires all staff to behave responsibly by complying with this policy and the staff code of conduct to not tolerate unacceptable behaviour and to immediately report incidents of workplace harassment to their immediate supervisor, or in the case of the supervisor being the subject of the complaint, to the next line manager.

Managers and supervisors must also ensure that workers are not subject to workplace harassment and bullying. Management is required to personally demonstrate appropriate behaviour, promote a harassment and bullying free workplace, and to treat all complaints of harassment and bullying as serious and confidential.

Wanderers Football Club has a staff grievance management system which includes procedures for reporting, investigating and/or resolving workplace harassment complaints. Any such complaints will be treated seriously and investigated in a timely sensitive manner. The complainant and/or any witnesses to workplace harassment are not to be victimised or subject to retributive actions.

Consequences of breach of policy

Disciplinary action will be taken against a person who harasses or bullies a worker or who victimises a person who has made or is a witness to a complaint. Complaints of alleged workplace harassment or bullying found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.



Related Legislation or Standards / Departmental Documents

Workplace Health & Safety Act 2011

Anti-Discrimination Act 1991

Prevention of Workplace Harassment Advisory Standard 2004

Related Policies and Documents

5.01 Complaints, Disputes and Appeals

1.11 Workplace Health & Safety Policy

4.05 Anti-Discrimination & Harassment Policy

6.2.1.1 Staff Code of Conduct

Complaint form