Purpose and Scope
To assist in ensuring a safe workplace free of bullying for all employees.

Objectives
Excelsia College’s procedures clearly define our commitment to ensuring a workplace free from discrimination, harassment and bullying. The Institute is committed under the principles and requirements of state and federal anti-discrimination laws to ensuring that any and all matters relating to harassment are dealt with speedily, sensitively, equitably, confidentially, and according to proper processes. Appropriate action will be taken against any staff member who behaves in a bullying, harassing or discriminatory manner towards another person. This may include disciplinary action or dismissal.

Definitions
- Bullying is repeated, unreasonable behaviour directed towards an employee or group of employees.
- Bullying is based on the misuse of power in the human relationship.
- It is illegal under the Work Health & Safety Act.
- Bullying often happens when power is misused. This ill-perceived power may be related to:
  1. position (e.g. supervisor over someone they are in charge of)
  2. cultural difference (e.g. men over women in a society where men hold most of the power or of a white person over a person of colour in a traditionally Anglo-Saxon society)
  3. number (e.g. women over men in a workplace where most of the workers are women).

Some examples of bullying are:
- Yelling or verbal abuse
- Constant criticism of work
- Setting impossible deadlines
- Excluding or isolating employees
- Humiliation through sarcasm, or belittling someone's opinion.

Bullying is not:
- Feedback or counselling on workplace performance or behaviour
- Disciplinary/grievance processes
- Setting reasonable workplace goals and standards including deadlines
- Reasonable supervisory practices
- Fair and legitimate exhortation by management to encourage or urge staff members to give their best.

Responsibility
The following people have a responsibility in relation to this procedure:
- Managing Director
- Manager Human Resources
- Management Committee
- Head of Departments
- All Wesley Institute Staff.
Procedure

1. What to do if you feel you are being bullied
   - If you can, tell the person(s) to stop. You should also tell them that you do not like what they are doing and that it is not acceptable to you or management.
   - If they do not stop, you should tell your supervisor/manager if you can. Your supervisor/manager should take action to prevent further harassment. You may go instead to the Manager Human Resources who will help you with your complaint.
   - If you are unhappy with the outcome, you should go to the Managing Director, who will assist with the matter further.
   - Keep a note of any harassment that happens with dates, times, witnesses if any, what happened and what you said, did or felt.

2. The responsibility of managers and supervisors
   - Legally, the Institute is responsible for what happens in the workplace. Management is responsible for making sure that all staff and supervisors/managers understand that bullying will not be allowed in the workplace, that complaints will be taken seriously and handled quickly and fairly.
   - At all times, management must make sure that complete privacy is maintained. The names of anyone involved in a complaint must not be discussed with anyone except those immediately involved in the complaint.
   - If a manager feels that she or he is not the best person to be handling the complaint, she or he will refer the matter to someone who can better help you.

3. The responsibility of staff
   - It is the responsibility of all staff to respect the rights of others and never encourage bullying. If you become aware that someone you work with is being bullied, help prevent it by offering your support to the person being bullied. You can do this by:
     1. telling them that you are willing to act as a witness if the person being bullied decides to lodge a complaint
     2. refusing to join in with any bullying activity
     3. backing them up or supporting them to say no
     4. not spreading rumours about the bullying
     5. not confronting the employee who may be bullying others.

The Management Committee is legally responsible for making sure that staff members work in an environment free of bullying. You should inform management immediately when you are aware bullying is taking place, so that the necessary action may be taken.

References and Related Documents

Staff Grievance Policy and Procedures
EEO Procedures and Policy
No Harassment and Discrimination Policy
WI EEO Policy