



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

BULLYING POLICY

Document Number

PO-STA-07

Document Status

Author	Director of People and Culture	August 2012
Approving Authority	Board of Directors	September 2012
Publication	Issue 4	September 2019
Review Date	Issue 4	June 2022

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. Anyone printing this document should refer to the website/QMS for the latest version.

©2018 Excelsia College. All Rights Reserved. ABN: 50 360 319 774 CRICOS Provider Code: 002664K

Purpose

The purpose of this policy is to:

- assist in ensuring a safe campus free of bullying for all staff and students
- identify what does and does not constitute bullying
- outline the roles and responsibilities of the college staff and students.

Policy

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

The College understands that there are legal obligations to consider all health and safety risks on campus including workplace bullying. If bullying is not dealt with, the College, Board of Directors will be in breach of WHS laws.

The longer the bullying behaviour continues, the harder it becomes to repair working relationships and the greater the risk to health and safety.

The risk of bullying to staff and students are mental health with depression, psychological distress and emotional exhaustion. These risks cause damage on the productivity of staff and students.

Responsibility

The following people have a responsibility in relation to this policy:

- Chief Executive
- Director of People and Culture
- Management Committee
- Heads of Departments
- All Excelsia College Staff and Students

Definitions

- Bullying definition under [s.789FD of the Fair Work Act 2009](#) is repeated, unreasonable behaviour directed towards others in the work or study environment that creates a risk of physical and/or psychological harm. It may be one-to-one or by a group, carried out overtly subtly; privately or in front of others. And, the behaviour creates a risk to health and safety. It cannot be a one-off incident and does need to be the same behaviour that is repeated.
- It can occur between:
 1. Staff members, both with and without positions of senior authority
 2. A staff member and a student
 3. A staff member and an affiliate
 4. An affiliate and a student
 5. Students
 6. A staff member or student and another person on campus.
- 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
- Behaving aggressively including physical abuse or impeding a person's capacity to fulfil their duties or study commitments
- Spreading misinformation or rumours
- Displaying written or pictorial material which degrades or offends an individual
- Setting unrealistic demands within the framework of existing work/study unit standards
- Excluding or isolating employees including unwelcoming questions around one's sexuality, gender or intersex status
- Behaviour or language that intends to, or has the impact of frightening, intimidating, humiliating, belittling or degrading another person.

Bullying is not:

- Constructive Feedback (from colleagues/students) or counselling on workplace performance or behaviour
- Disciplinary/grievance processes
- Setting reasonable workplace/study goals and standards including deadlines
- A situation where a supervisor or academic (within the performance of student related duties), institutes proceedings for unsatisfactory performance, misconduct, dismissal or to deal with complaints about a person from others within the framework of College policies and procedures
- Occasional differences of opinion, conflicts and problems in work/study relationships.

References and Related Documents

Bullying Procedure

Staff Grievance Procedures

Staff Grievance Notification and Resolution Forms

Student Grievance Policy

Student Grievance Notification

EEO Policy and Procedures

No Harassment and Discrimination Policy

Staff and Student Code of Conduct

Staff and Student Handbook

[University of Wollongong – Bullying and Prevention Policy](#)

<https://www.safeworkaustralia.gov.au/bullying>

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulations 2011](#)

<https://www.fwc.gov.au/disputes-at-work/anti-bullying>