



**EXCELSIA**  
**COLLEGE**  
Sydney - Australia

**Document Name**

**BULLYING PROCEDURE**

**Document Number**

**PR-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*This document may be varied, withdrawn or replaced at any time.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 and Scope

To assist in ensuring a safe campus, free of bullying for all Staff and Students by outlining the college's process for managing complaints and/or formal reports of bullying.

## Responsibility

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

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

## Procedure

### 1. What to do if you feel you are being bullied

- Step 1 – *Identify*: Determine if the behaviour constitutes as bullying. If you need clarification refer to the Bullying Policy or seek advice from the People and Culture Office.
- Step 2 – *Address issue with the person concerned*: 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.
- Step 3 – *Seek advice from Director, People and Culture*: 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 also go to the Director of People and Culture who will help you with your complaint.
- Step 4 – *Lodge Grievance to your Registrar/Supervisor/Manager/Director of People and Culture* by completing the Grievance Notification Form STA-F85 for staff and Student Grievance Notification STU-AD-O18.
- Step 5 – *If resolved, complete the Grievance Resolution Form STA-F86*: Keep a note of any harassment that happens with dates, times, witnesses if any, what happened and what you said, did or felt.
- Step 6 – If unresolved, firstly appeal to your Manager's Manager or Director, People and Culture, secondly appeal to the Chief Executive.
- Step 7 – If still unresolved seek advice from any relevant external agency.

### 2. The responsibility of managers and supervisors

- Legally, the college is responsible for what happens on campus. Management is responsible for making sure that all staff and students understand that bullying is against the law and will not be tolerated, and complaints will be taken seriously and handled quickly and fairly.
- At all times, management must ensure complete privacy. The names of anyone involved in a complaint must not be discussed with anyone except those immediately involved in the complaint.
- When complaint is raised, managers will make sure it is dealt straight away by investigating, taking action and responding. Managers will have to investigate when a bullying case is disclosed.
- In some instances, management may find it advantageous to refer the matter to someone who can better help you.

### 3. The responsibility of staff

- It is the responsibility of all staff and students to respect the rights of others and discourage bullying. If you are aware that someone is being bullied, help prevent it by offering your support and:
  1. telling them that you will 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.

The Management Committee is legally responsible for making sure that staff and students work/study in an environment free of bullying. Immediately inform management when you are aware bullying is taking place, so that the necessary action may be taken.

Excelsia College wants you to feel confident in reporting what is wrong to our independent hotline service at Stopline. Stopline has trained and experienced consultants available to take your telephone call, letter, email or website about your complaint. Stopline takes information about illegal, corrupt or unfair behaviour on campus and you can remain anonymous. There is no caller ID on the telephone calls to Stopline and any electronic form of communication is also confidential. Stopline will handle your information in a secure and confidential way. You can email Stopline at [excelsia@stopline.com.au](mailto:excelsia@stopline.com.au) or telephone 1300 30 45 50 between the hours of 8am and 9pm or write to Stopline at PO Box 175 Hawthorn East, Victoria, Australia 3122. You can also use the confidential website at [www.excelsia.stoplinereport.com](http://www.excelsia.stoplinereport.com) to find out more information or report an incident. You can also download the free smart phone APP and make a confidential disclosure.

## References and Related Documents

Bullying Policy

Staff Grievance Policy and Procedures

Student Grievance Policy and Procedures

Staff Grievance Notification and Resolution Forms

Student Grievance Notification

EEO Policy and Procedures

No Harassment and Discrimination Policy

Staff and Student Handbook

Staff and Student Code of Conduct

[The University of Notre Dame – Procedure: Workplace Bullying](#)

<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>