



## WORKPLACE BULLYING PREVENTION POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

### PURPOSE

This policy seeks to ensure Salesian College Sunbury provides working environments that are free from all forms of bullying consistent with legislative requirements and the principles and traditions of the Catholic Church.

The Staff Code of Conduct sets out Salesian College Sunburys' commitment to building and nurturing workplaces that are free from bullying and the expectation that all Staff uphold professional standards of conduct, and do not engage in or condone bullying behaviours and practices.

### SCOPE

This policy applies to all Salesian College Sunbury staff.

### EXPECTATIONS OF SALESIAN COLLEGE SUNBURY STAFF

Bullying and harassment can occur in different forms and it can occur between:

- Employee and employee
- Student and student
- Employee and student
- Student and employee
- Parent and employee
- Employee and parent
- Parent and student, and/or
- Student and parent.

Bullying, harassment, discrimination, and sexual harassment can also occur between other people who, for whatever reason, happen to be in an area under the control of the College. In any of the above circumstances, when addressing bullying or harassment, all employees, students and any other people in any area under the control of the College are required to follow the relevant procedure in relation to addressing bullying.

### RESPONSIBILITIES OF EMPLOYEES IN LEADERSHIP POSITIONS AT THE COLLEGE

Salesian College Sunbury expects that Salesian College Sunbury Staff should treat each person with dignity, courtesy and respect and comply with this policy. These expectations are outlined in the Code of Conduct for Salesian College Sunbury Staff. All Salesian College Sunbury Staff are entitled to a workplace which is free from bullying, and to be able to raise issues or make an enquiry or complaint in a reasonable and respectful manner without being victimised.

In applying this policy, Salesian College Sunbury leaders undertake to:

- model appropriate standards of behaviour
- take steps to educate staff on their obligations under this policy
- intervene quickly and appropriately when they become aware of inappropriate behaviour

- act fairly to resolve issues and enforce workplace behavioural standards
- ensure appropriate action is taken in respect of complaints.

When a complaint is made, Salesian College Sunbury will:

- aim to resolve complaints of bullying promptly and endeavour to ensure that any unacceptable behaviour stops
- respond to complaints or reports of bullying in a sensitive, fair and timely manner.

Salesian College Sunbury encourages the reporting of behaviour which is perceived to be in breach of this policy and will endeavour to ensure protection of the complainant(s) from any subsequent victimisation.

## **BULLYING IN THE WORKPLACE**

Bullying at work occurs when:

- a person or a group of people behaves unreasonably towards a worker or a group of workers at work and
- this happens more than once and
- this creates a risk to health and safety.

Within this definition, 'unreasonable behaviour' means repeated behaviour that would threaten, humiliate, harass, embarrass, victimise or undermine a person.

Bullying can take the form of both direct and indirect bullying. Examples of **direct** bullying include:

- verbally abusing someone
- putting someone down
- spreading rumours or innuendo
- interfering with a person's property
- sending inappropriate emails or communications.

Examples of **indirect** bullying include:

- making unjustified criticisms or complaints
- deliberately excluding someone from meetings/workplace activities
- setting timelines that are difficult to achieve
- deliberately changing work arrangements e.g. rosters/refusing or approving leave to deliberately inconvenience.

## **WHAT IS NOT WORKPLACE BULLYING**

Many things occur in the workplace that are not considered to be bullying. Reasonable management action carried out in a fair way is not bullying. For example:

- setting reasonable performance goals, standards and deadlines
- allocating work to an employee in a transparent and appropriate way
- fairly rostering and allocating working hours
- transferring an employee for reasonable and explained reasons
- deciding not to select an employee for promotion following a reasonable selection process
- providing an employee with feedback about unsatisfactory work performance.

Note: Serious cases of bullying may constitute a criminal offence.

## **PROCEDURES**

Refer to the Workplace Bullying Prevention Procedures for information on implementation of this policy across Salesian College Sunbury.

## **DEFINITIONS**

Salesian College Sunbury staff or staff member

The term Staff or staff member refers to all people who carry out work in any capacity for Salesian College Sunbury or its subsidiaries, and includes Salesian College Sunbury Board Directors, board committee members, employees, volunteers, visitors, consultants and contractors.

## Workplace

For the purposes of this policy, the 'workplace' may include any location or circumstance where an employee is undertaking work-related activities. This may include the office, school or usual location of the employee's work, work-related travel or official work-related event outside the office/school, or outside normal working hours, online or via social media.

## **RELATED POLICIES AND DOCUMENTS**

- Workplace Bullying Prevention Procedures
- Staff Code of Conduct
- Health, Safety and Wellbeing Policy
- Whistleblower Policy

## **RESOURCES**

### Fair Work Commission

Level 4, 11 Exhibition Street, Melbourne VIC 3000

The Fair Work Commission is a statutory body set up to deal with various workplace matters and includes a jurisdiction to deal with complaints of bullying.

Phone: 1300 799 675

Website: [www.fwc.gov.au](http://www.fwc.gov.au)

### WorkSafe Victoria

1 Malop Street, Geelong VIC 3220

WorkSafe Victoria is a statutory body set up to, among other things, enforce Victoria's occupational health and safety laws and assist injured workers back into the workforce.

Phone: 1800 136 089

Website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## **LEGISLATION**

- Fair Work Act 2009 (Cth)
- Occupational Health and Safety Act 2004 (Vic)
- Equal Opportunity Act 2010 (Vic)

## **POLICY INFORMATION**

<b>Responsible director</b>	DP - People and Culture
<b>Policy owner</b>	College Executive
<b>Approving authority</b>	College Executive
<b>Assigned board committee</b>	
<b>Committee Approval Date</b>	
<b>Board Approval date</b>	25/05/2026
<b>Board Review by</b>	25/05/2028
<b>Publication</b>	Schoolbox

## **POLICY DATABASE INFORMATION**

<b>Assigned framework</b>	MS5-Employment; CA5-Employment
<b>Superseded versions</b>	2018 v1.0, 2019 v1.1, 2021 v1.2, 202 v1.3, 2025 v2.0, 2026 v2.1