

# Workplace Bullying Policy.



31st August 2020

**POLICY POL-106  
VERSION 1.2**

**WORKPLACE HEALTH AND SAFETY**

# Workplace Bullying Policy



## 1. Purpose

This policy provides guidelines for the awareness, monitoring and responding to Workplace Bullying within Elite Staffing Solutions.

## 2. Scope

This Policy applies to employees of Elite Staffing Solutions.

## 3. Policy

**Elite Staffing Solutions is a 'Bullying free' working environment.**

- A. Elite Staffing Solutions is committed to providing all employees, contracted employees, contractors, customers, and visitors with a healthy and safe workplace – free from bullying, intimidation, and violence. Such conduct is not an acceptable part of our work culture. Elite Staffing Solutions commits itself to educating employees as to the nature and effects of harassment, discrimination, and workplace, and to providing the necessary resources to inform them of the contents of this policy.
  
- B. Bullying – is repeated, unreasonable behaviour directed toward any person or group of people that creates a risk to health and safety. This includes practical jokes, being sworn at, being insulted, excessive supervision, constant criticism, being put down in public, being subject to rumours, work overload or under load, inadequate information enable work performance, interference with personal effects or work equipment, being threatened with dismissal.
  
- C. What does bully in the workplace look like?
  - Repeated hurtful remarks, attacks, making fun of a person (including their family, sex, sexuality, gender identity, race or culture, education, or economic background) or a person's work
  - Unwelcomed touching, sexually explicit comments and requests that makes a person uncomfortable

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- Pushing, shoving, tripping, or grabbing a person in the workplace
- Attacking or threatening someone with an object including but not limited to knives, guns, clubs, or any other type of object that can be turned into a weapon
- Initiation or hazing - where a person is made to do humiliating and/or inappropriate things to be accepted as part of the team
- Psychological harassment - playing mind games and/or “ganging up” on a person
- Excluding a person or stopping them from working with people or taking part in activities that relates to their work
- Intimidation - making a person feel less important and undervalued
- Giving a person pointless tasks that have nothing to do with their job or deliberately changing a person’s work hours or schedule to make things difficult for them
- Deliberately holding back information a person needs for getting their work done properly
- Giving a person impossible jobs that cannot be done in the given time frame or with the resources provided

## 4. Complaints

Elite Staffing Solutions is committed to developing a workplace in which all employees can reach their potential. It will not condone behaviour or actions that bully, intimidate, discriminate or harass, and will ensure all employees understand performance expectations in this area. Aspects of this commitment and expectation are detailed in Elite’s Equal Opportunity Policy.

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If you would like to make a formal complaint, you are encouraged to raise that concern directly with the person at an appropriate time if you can or alternatively, you can discuss your concern with your manager or human resources.

Any complaints under this policy will be treated seriously and confidentially and will be investigated thoroughly and impartially. Elite Staffing Solutions will take appropriate action to ensure that any workplace bullying found to exist is rectified and does not continue.

## 5. Responsibilities

### Employees are responsible for:

- Treating others in a professional, courteous, respectful, and fair way.
- Treating harassment, discrimination, and workplace bullying matters seriously.
- Reporting any incidents to an appropriate person.

### Director or CEO is responsible for:

- Preventing incidents
- Taking prompt action if breaches do occur
- Dealing with them in a confidential and fair manner

## 6. Breaches

Employees of Elite Staffing Solutions must not engage in harassing, discriminatory or bullying behaviour towards another employee; or a member of the public with whom they have contact in the course of their employment.

Elite Staffing Solutions does not tolerate workplace bullying and engaging in such behaviour in the workplace constitutes a breach of this policy and may result in disciplinary action up to and including dismissal. In some instances, harassment, discrimination, or workplace bullying may also amount to a criminal offence or a breach of relevant Commonwealth legislation.

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## Document Control

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## Document Approvers

S. No.	Approver	Approved Through Nominee	Nominee Contact
1	Elite Staffing WHS Committee	All Members	Jessica Chandrasinghe

## Version History

Section / Page No.	Description of Amendment	Reason for Amendment	New Version No. & Effective Date	Amendment by:	Approved by:
	Minor working changes	Minor updates from audit	1.1 01 Dec 2018	Chenath Fernando	Jessica Chandrasinghe
	New document	Updated for new format	1.0 31 Aug 2020	Jessica Chandrasinghe	Bruce van Twest

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