

## **GVCR Inc. ONE FM Bullying Policy**

### **Purpose/ Rationale:**

ONE FM (GVCR INC.) takes seriously the rights of staff to not be bullied or harassed in their work.

This policy defines bullying behaviour and provides guidelines to follow where such behaviour occurs in connection with ONE FM (GVCR INC.) related activities.

According to the Fair Work Ombudsman, an employee is Bullied at work if:

- A person or group of people repeatedly act unreasonably towards them or a group of workers; and, the behaviour creates a risk to health and safety.
- 'Unreasonable Behaviour' includes victimising, humiliating, intimidating or threatening. Whether the behaviour is Unreasonable can depend on whether a reasonable person might see the behaviour as Unreasonable in the circumstances.

### **Objectives:**

The objectives of this policy statement are to:

- Ensure that ONE FM (GVCR INC.) is an environment free of bullying
- Ensure that ONE FM (GVCR INC.) paid staff, volunteers, and the Board of Management are aware of their responsibilities in ensuring ONE FM (GVCR INC.) is an environment free of bullying

- Provide a clear method for all members of the ONE FM (GVCR INC.) workforce, both paid and unpaid to act should they feel they have been the target of bullying

### Coverage /Scope:

The Section applies to all paid ONE FM (GVCR INC.) staff as well as:

- work experience students or interns;
- contractors or subcontractors; and,
- volunteers
- If you believe Bullying has occurred at ONE FM (GVCR INC.), bring it to the attention of a Manager immediately.

### Policy Statement:

ONE FM (GVCR INC.) is committed to creating and maintaining a safe, positive environment free from bullying behaviour. ONE FM (GVCR INC.) acknowledges that bullying is very serious, in some cases criminal, and will not be tolerated.

### What is bullying?

Bullying encompasses a broad spectrum of behaviour. A person may be said to bully another where that person intends to cause physical or mental harm, or arouse apprehension or fear in the other person for their safety or that of another, by engaging in a repetitive course of conduct which can be described as:

- a)Intimidating
- b)Threatening
- c)Manipulative
- d)Belittling
- e)Isolating
- f)Unreasonably persistently critical

g)Verbally abusive

h)Physically abusive

i)Performing abusive or offensive acts in the presence of the person

j)Directing abusive or offensive acts toward the person

Note: A person does not bully another merely by providing reasonable guidance, supervision, constructive feedback or by offering a difference of opinion.

What is not bullying?

A Manager at ONE FM (GVCR INC.) can make decisions about poor performance, take disciplinary action, and direct and control the way work is carried out. Reasonable management action that's carried out in a reasonable way is not bullying. Bullying is different to Discrimination. Discrimination happens when there's Adverse Action because of a person's characteristics like their race, religion or sex (EEO & Diversity Policy).

Bullying, conversely, happens when a colleague or Manager repeatedly behaves unreasonably towards a person or group of people and causes a risk to health and safety in the workplace. This behaviour doesn't have to be related to the person or group's characteristics and Adverse Action doesn't have to have happened.

When will bullying be taken to have occurred at ONE FM (GVCR INC.)?

This policy relates to bullying which occurs:

- Between ONE FM (GVCR INC.) Members where the behaviour relates primarily to ONE FM (GVCR INC.) activities or affects a person's involvement in ONE FM (GVCR INC.).
- Between ONE FM (GVCR INC.) Members and ONE FM (GVCR INC.) Members of Staff and the Board of Management
- Between a ONE FM (GVCR INC.) Member and another person where the bullying has a significant connection with ONE FM (GVCR INC.) activities.

This policy relates to bullying which occurs:

- At ONE FM (GVCR INC.) premises, events or places where persons engage in ONE FM (GVCR INC.) related activities;
- Through the use of social networking sites and other online platforms where the bullying relates to ONE FM (GVCR INC.) activities or affects a person's involvement at ONE FM (GVCR INC.);
- Through the use of other communication devices where the bullying relates to ONE FM (GVCR INC.) activities or affects a person's involvement at ONE FM (GVCR INC.)

The General Manager or ONE FM (GVCR INC.) Members of Staff may, if it is appropriate to do so, direct a complainant to utilise external avenues of assistance where the bullying behaviour has no connection, or has an insignificant connection, to ONE FM (GVCR INC.), for example where child abuse is occurring in a family setting.

### Operational Procedure:

What should you do if you feel you are being bullied?

ONE FM (GVCR INC.) members experiencing violence, assault and stalking are encouraged to report the incident to the police as well as ONE FM (GVCR INC.) as follows:

- ONE FM (GVCR INC.) members experiencing bullying behaviour from someone other than a ONE FM (GVCR INC.) staff member is encouraged to notify a ONE FM (GVCR INC.) staff member or ONE FM (GVCR INC.)'s General Manager.
- ONE FM (GVCR INC.) members experiencing bullying behaviour from a ONE FM (GVCR INC.) staff member is encouraged to notify ONE FM (GVCR INC.)'s General Manager or the Board of Management.
- A ONE FM (GVCR INC.) staff member experiencing bullying behaviour from a relevant person is encouraged to notify the ONE FM (GVCR INC.) General Manager or the Board of Management.

- A ONE FM (GVCR INC.) member of staff or member of the Board of Management who believes a person is being bullied by another relevant person is strongly encouraged to notify the ONE FM (GVCR INC.) General Manager.
- Any ONE FM (GVCR INC.) member who believes a person is being bullied by another relevant person is strongly encouraged to notify a ONE FM (GVCR INC.) member of staff or the ONE FM (GVCR INC.) General Manager of this belief.

Notification of bullying behaviour may be made informally or otherwise and may be made orally or in writing. Upon receiving notice, a ONE FM (GVCR INC.) staff member shall refer the complaint to the ONE FM (GVCR INC.) General Manager.

What the General Manager will do upon receiving a notification of an incident:

The ONE FM (GVCR INC.) General Manager will seek to discuss the matter with the complainant at the earliest opportunity. The General Manager will keep a confidential record of the complaint.

The complaint and any discussion held in relation to the complaint will remain confidential unless:

- The complainant consents for information to be disclosed;
- The General Manager reasonably believes disclosure is necessary to ensure the safety or prevent harm to the complainant or any other person.

Upon receiving a bullying complaint, the ONE FM (GVCR INC.) General Manager, may, acting proportionately to the circumstances of the complaint complete some or all of the following steps:

- Speak with the alleged bully or others involved to obtain further information, provided this does not disclose confidential information of the complainant without the complainant's consent;
- Provide information, support or advice to the complainant;

- Formally or informally warn the person subject to the bullying complaint with the consent of the complainant;
- Require the person subject to the bullying complaint to apologise to the complainant, provided the complainant consents to this course of action;
- Require the person subject to the bullying complaint to attend mediation with a member of the Board of Management or an independent mediator, provided the complainant consents with this course of action;
- Recommend to the Board of Management that the membership of the person subject to the bullying complaint be cancelled, suspended or restricted;
- Restrict or suspend participation in ONE FM (GVCR INC.) activities of the person subject to the bullying complaint;
- Report the behaviour to the police;
- Take any further step the ONE FM (GVCR INC.) General Manager believes appropriate in the circumstances.
- Keep appropriate notes and document the discussions and steps taken.

The ONE FM (GVCR INC.) General Manager should seek to meet with the complainant two weeks after the original complaint to discuss the progress of the situation, taking further action as appropriate. If mediation is required:

- The parties will be equally liable for any mediation or other external dispute resolution process utilised.
- The independent third party presiding over the mediation or other dispute resolution process will be chosen by the parties in agreement.

If no such agreement is forthcoming, the appropriate person will be chosen by the ONE FM (GVCR INC.) General Manager or the Board of Management.