

Coast FM Bullying Policy

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Taking steps to prevent it from occurring and responding quickly if it does is the best way to deal with workplace bullying.

Bullying can take different forms including psychological, physical or even indirect. Some examples of workplace bullying include:

- abusive or offensive language or comments
- aggressive and intimidating behaviour
- belittling or humiliating comments
- practical jokes or initiation
- unjustified criticism or complaints.

Not all behaviour that makes a worker feel upset or undervalued is workplace bullying. Reasonable management action taken in a reasonable way is not workplace bullying. Managers and Committee members are responsible for monitoring the quality and timeliness of work and providing staff with feedback on their performance. If performance issues need to be addressed, the conversation needs to be constructive and supportive, and focus on the positives as well as the negatives. It should not be humiliating or demeaning.

Implementation

Coast FM will take measures to control, monitor and review workplace bullying. This could include activities such as:

- Regularly consulting with volunteers, members and the workplace health and safety representative to find out if bullying is occurring or if there are factors likely to increase the risk of workplace bullying.
- Setting the standard and modelling workplace behavior.
- Designing safe systems of work by clearly defining jobs and providing workers with the resources, information and training they need to carry out their work safely.
- Ensure all members know the procedure to follow if they believe bullying has occurred.