



Torquay Bowls Club

7 - Preventing Workplace Bullying and Violent Behaviour Policy

Responsible Department - BOM
Date Approved - March 2024
Next Review 2 years

Introduction

The Club is committed to a work environment for all employees and others which is free from damaging victimisation and harassment. We recognise the harmful effects bullying and violent behaviour can have on individuals and we understand that bullying and violent behaviour may also cause the loss of trained and talented employees, and reduce productivity and morale. At its most serious level, bullying which amounts to harassment may be a criminal offence.

Scope

This policy applies to all employees and others as well as contractors and any other workplace participants. The policy applies while at work, at work-related or work-sponsored functions, conferences and while traveling on work-related business.

Definition

Workplace/club house bullying - persistent offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair sanctions which attempt to undermine the competence, effectiveness, confidence and integrity of an individual or group of employees that could cause a risk to the health and safety of an employee or others.

Behaviors which could undermine a supportive work environment and could lead to or constitute 'bullying' include; but are not limited to:

- Verbal aggression, insults, ridicule, abuse, or threats;
- Psychological workplace bullying;
- Practical jokes;
- Humiliation, excessive teasing, or malicious rumours;
- Intimidation or ostracism;
- Sending rude or intimidating messages;
- Tampering with someone's personal effects, work materials or equipment;
- Imposing unrealistic targets or an excessive workload;
- Undermining work performance by deliberately withholding work-related information;
- Disproportionately allocating menial or unpleasant tasks;
- Under work, or creating a feeling of uselessness;
- Unexplained job changes, and tasks beyond a person's skills and training;
- Over detailed supervision and unwarranted checking of performance;
- Deliberately changing work rosters to inconvenience particular employees;
- Unreasonably blocking requests for leave, promotion or training;
- Being threatened with termination; and
- Unfair and excessive criticism.

Legitimate, fair and constructive criticism of an employee's or others performance or behaviour is not bullying, nor is an occasional raised voice or argument.

Workplace violent behaviour - any incident where an employee is physically attacked or threatened in the workplace.

Acts of workplace violent behaviour can include, but are not limited to:

- Striking, kicking, scratching, biting, spitting or any other type of direct physical contact;
- Throwing objects;
- Pushing, shoving, tripping, grabbing, or punching;
- Any form of indecent physical contact;
- Attacking with knives, guns, clubs or any other type of weapon;
- Intentionally or recklessly causing serious injury;
- Intentionally or recklessly causing injury;
- Threats to kill;
- Threats to inflict serious injury;
- Stalking;
- Conduct endangering life;
- Conduct endangering persons; and
- Assaults.

Some other types of workplace bullying and violent behaviour may be considered an offence under criminal law e.g. physical assault or threat of assault.

Employee responsibility

All employees have a responsibility:

- To abide by the Preventing Workplace Bullying and Violent Behaviour Policy;
- To take reasonable care of his or her own health and safety and that of fellow employees;
- Not to intentionally or recklessly interfere with or misuse anything provided at the workplace that may cause harm to others;
- To set a personal example through their own conduct at work; and
- To notify management if they observe any example of bullying or violent behaviour being displayed in the workplace.

Manager responsibility

All managers within the Club have an obligation and responsibility to proactively promote and communicate a workplace free of bullying, intimidation and violent behaviour whether this is between managers and/or supervisors and direct reports, between employees or between employees and contractors.

Managers must be sensitive to the possibility of 'bullying' in their own behaviour, the behaviour of colleagues to each other and in the treatment frontline employees can receive from the public or other professionals. Managers must take all reasonable measures to ensure that their employees are not subject to bullying or violent behaviour.

Employees must feel confident that they are able to raise concerns in confidence initially with their manager, or Human Resources.

Dealing with bullying and violent behaviour complaints

Where an employee or others believes they are being bullied or subject to violent behaviour, they are encouraged in the first instance to resolve the situation informally. This should be completed by talking directly, politely and unambiguously to the person concerned. It may be sufficient to explain clearly to the person that the bullying or violent behaviour is offensive and interferes with work. If this approach is unsatisfactory, the employee should speak to their manager and/or Board of Management. They can then advise alternate approaches including following the Grievance Resolution Procedures or making a complaint to their manager or supervisor.

Where a manager or supervisor is aware of an employee being bullied, they should invoke Company Disciplinary Procedures.

Any reports of workplace bullying or violent behaviour will be treated seriously and any formal complaints will be investigated promptly, confidentially and impartially. Disciplinary action will be taken against anyone found to have engaged in bullying or violent behaviour. Discipline may involve counseling, a warning, reprimand, transfer, demotion or dismissal, depending on the circumstances. Where bullying involves physical violence or the threat of physical violence, we may refer the matter to the police for action. Equally, anyone making vexatious or frivolous complaints may also face disciplinary action.

We are committed to ensuring that employees who make complaints, or who act as witnesses, are not victimised. Employees and others should, however, be aware that where a formal complaint is made, the person against whom an allegation of bullying or violent behaviour has been made will need to be informed in order to be given an opportunity to respond to any allegations. This is outlined in the Grievance Resolution Procedure.