



## ANTI BULLYING POLICY

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### 1 Purpose

- Health Dynamics Pty Ltd T/A Vibe Natural Health is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment.
- All Health Dynamics Pty Ltd T/A Vibe Natural Health staff are required to treat others with dignity, courtesy and respect.
- By effectively implementing our Workplace discrimination and harassment policy we will attract and retain talented staff and create a positive environment for staff

### 2 Scope

This policy applies to:

- Board members
- all staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; Consultants, contractors and volunteers
- how Health Dynamics Pty Ltd T/A Vibe Natural Health provides services to clients and how it interacts with other members of the public

### 3 Staff rights and responsibilities

All staff are entitled to:

- Work free from discrimination, bullying and sexual harassment
- Right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- Reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All staff must:

- Follow the standards of behaviour outlined in this policy



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- Offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
- Avoid gossip and respect the confidentiality of complaint resolution procedures
- Treat everyone with dignity, courtesy and respect.

### 4 Bullying

Bullying can include verbal or physical abuse, such as yelling, screaming or offensive language. It can also include subtle psychological abuse, such as assigning employees impossible tasks, or deliberately changing work rosters to inconvenience an employee.

Bullying may be unlawful under federal anti-discrimination laws where the bullying is linked to, or based on, a protected characteristic, such as the person's age, sex, race or disability. There are some limited exceptions and exemptions.

Employers can be liable for acts of bullying by their employees. This is called 'vicarious liability'.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviors that may constitute Bullying include:

- Sarcasm and other forms of demeaning language
- Threats, abuse or shouting
- Coercion
- Inappropriate blaming
- Ganging up
- Constant unconstructive criticism
- Deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- Unreasonable refusal of requests for leave, training or other workplace benefits.
- Excluding or isolating employees;



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- Psychological harassment;
- Intimidation;
- Assigning meaningless tasks unrelated to the job;
- Giving employees impossible jobs;
- Deliberately changing work rosters to inconvenience particular employees;
- Undermining work performance by deliberately withholding information vital for effective work performance;
- Constant unconstructive criticism and
- Suppression of ideas; and
- Overloading a person with work or allowing insufficient time for completion and criticising the employees work in relation to this.

### 4.1 Impact of workplace bullying

Workplace bullying can be harmful to the person experiencing it and to those who witness it. The effects will vary depending on individual characteristics as well as the specific situation and may include one or more of the following:

- Distress, anxiety, panic attacks or sleep disturbance
- Physical illness, for example muscular tension, headaches, fatigue and digestive problems
- Loss of self-esteem and self-confidence
- Feelings of isolation
- Deteriorating relationships with colleagues, family and friends
- Negative impact on work performance, concentration and decision making ability
- Depression, and
- Thoughts of suicide.

Workplace bullying can also have a negative impact on the work environment and incur direct and indirect costs for a business, including:

- High staff turnover and associated recruitment and training costs



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- Low morale and motivation
- Increased absenteeism
- Lost productivity
- Disruption to work when complex complaints are being investigated
- Costs associated with counselling, mediation and support
- Costly workers' compensation claims or legal action, and
- Damage to the reputation of the business.

### 5 Fair Work Act 2009

Bullying is unacceptable in Health Dynamics Pty Ltd T/A Vibe Natural Health and also be against occupational health and safety law.

Bullying is also prohibited by the Fair Work Act 2009. The Act defines bullying as 'repeated unreasonable behaviour towards another person or group which creates a risk to health and safety.' Bullying does not include reasonable management action carried out in a reasonable manner.

Employees in organisations covered by the Fair Work Act can apply to the Fair Work Commission for an order to stop the bullying. In addition, employers have an obligation under occupational health and safety legislation to eliminate or reduce the risks to employees' health and safety caused by workplace bullying.