



WORKPLACE BULLYING POLICY

1. Policy

Impact Executive Solutions Pty Ltd believes all workers should work in an environment free from bullying.

Workplace Bullying is defined as repeated, unreasonable behavior directed toward a worker or a group of workers, that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behavior and can refer to a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimizing, humiliating, intimidating or threatening. Examples of behaviour that may be considered to be workplace bullying if the above three criteria are met include:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding, isolating or marginalising a person from normal work activities
- withholding information that is vital for effective work performance
- setting unreasonably timelines or constantly changing deadlines
- overloading a person with work, or not providing enough work
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources such that it has a detriment to the worker
- spreading misinformation or malicious rumours
- changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers
- excessive scrutiny at work

Single incidents can also present a risk to health and safety and will not be tolerated. Impact Executive Solutions and its workers have a responsibility to ensure workers are not exposed to bullying and must not engage in this behaviour.

Impact Executive Solutions have procedures to deal with workplace bullying. All reports will be treated seriously and dealt with promptly, confidentially and impartially. Impact Executive Solutions encourages all workers to take action to manage workplace bullying and to report workplace bullying in line with the procedure.

Impact Executive Solutions will ensure that workers who make reports and anyone else who may be involved are not victimized. The contact person for reporting any alleged bullying in this workplace is Joanne Wayte.

Consequence of Breaches

If this policy is not adhered to, it may result in disciplinary action, including a warning, transfer, counseling, demotion or dismissal, depending on the circumstances.

2. Authority

- 2.1 This policy and procedure has the authority of Impact Executive Solutions' Directors and must not be amended without their approval.

3. Implementation

- 3.1 The Workplace Bullying Policy will be issued to all staff.
- 3.2 The Workplace Bullying Policy shall also be included in the induction process and promoted to all employees annually through the safety meeting / training process.
- 3.3 A copy of the Workplace Bullying Policy in its entirety will be made available to any employee of Impact Executive Solutions upon request.

4. Review

- 4.1 This Workplace Bullying Policy will be regularly reviewed to take account of changes in how we work and changes in legal requirements for work health and safety.
- 4.2 Next Review date will be July 2016.

5. References / Relevant Legislation

- 5.1 Work Health and Safety Act 2011
- 5.2 Work Health and Safety Regulation 2011
- 5.3 AS/NSW 4801:2001 WHS Management Systems
- 5.4 4.2 WHS Policy

6. Related Policies & Procedures

- 6.1 Occupational Health and Safety Procedures Manual
- 6.2 Return to Work Program
- 6.3 Injury Management Procedures
- 6.4 Workers Compensation Policy

AUTHORISATION



JOANNE WAYTE, Director

FURTHER INFORMATION

WorkCover Authority, 400 Kent Street, Sydney. Telephone: 02 9370 5000