

GIPPSLAND FM POLICY BULLYING AND OCCUPATIONAL VIOLENCE

Policy Statement

Gippsland FM shall endeavour to ensure that all station personnel are not exposed to bullying or occupational violence; these are defined in the following definitions.

In order to protect station personnel from such exposure, the Board of Directors shall follow the procedure outlined in this policy.

Definitions

Bullying

Bullying is repeated unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety. Such behaviour includes:

- Verbal abuse
- Humiliation
- Excluding or isolating a person
- Psychological and/or emotional harassment
- Intimidation
- Assigning meaningless tasks unrelated to the job
- Deliberately changing rosters to inconvenience a person or persons
- Deliberately withholding information that is vital for effective performance

Occupational violence can include:

- Striking, kicking, scratching, biting, spitting
- Throwing objects
- Pushing, shoving, tripping, grabbing,
- Any form of physical contact (especially indecent contact)
- Victimisation

Perpetrators can be a co-worker, a client or a stranger/visitor/contractor.

Procedure

The procedure for managing incidents of bullying and occupational violence is as follows:

- a) Process
 - 1) Incidents to be advised in writing to the Board,
 - 2) The Board to investigate in a fair and impartial manner incorporating the principles of natural justice,
 - 3) No victimisation of those who make a report,
 - 4) Existing grievance procedures to apply in regard to timing and response,
 - 5) Disciplinary action to be appropriate to the offence committed.
- b) Awareness of policy and procedures to be undertaken by publication to station personnel and inclusion in training and induction courses
- c) Encouragement of reporting of improper behaviour so that risk identification and controls can be implemented.