

# Bullying and Harassment

## Policy

### 1 Purpose

This Bullying and Harassment Policy (Policy) exists because everyone has a role to play in preventing and responding to bullying and harassment. We are all committed to providing a safe and respectful environment for us and our clients by treating each other with dignity, courtesy, and respect.

### 2 Scope

This policy applies to:

- all employees at SCCWA including the Board of Directors, those employed at managed sites, contractors, and volunteers (you).
- all aspects of employment, recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, hours, leave arrangements, workload, equipment and transport.
- on-site, off-site and after-hours work, work-related social functions, conferences – wherever and whenever you may be as a result of your role at SCCWA.
- your treatment of other colleagues, clients and other member of the public you meet in the course of your role at SCCWA.

For the purposes of this document, SCCWA encompasses services provided by Southern Cross Care, Southern Cross Housing Ltd and Southern Plus.

### 3 Policy Statement

- 3.1 This Policy has aims to support the elimination and/or prevention of all forms of bullying, harassment, and victimisation at SCCWA.
- 3.2 This is consistent with our existing workplace health and safety obligations to protect each other from harm to our health and safety, including psychological harm (in so far as is reasonably practical).
- 3.3 We expect you to uphold a safe, respectful, and inclusive workplace. By reporting inappropriate or harmful behaviours, you protect the well-being of everyone and help us prevent future incidents.
- 3.4 Support is available to you via a representative of your choice, human resources and/or the Employee Assistance Program (EAP).
- 3.5 Any breach of this Policy will be treated seriously and may result in counselling and/or disciplinary action, up to and including termination of your employment.

### 4 Disruptive and Harmful Behaviours

Bullying and harassment are disruptive and harmful behaviours that will not be tolerated by SCCWA. These behaviours are also unlawful. Anyone that is found to have behaved in a way that is disruptive and harmful may have action taken against them, including disciplinary action such as a warning or termination of your employment.

#### 4.1 Bullying

Bullying is unreasonable behaviour by an individual or group that could reasonably be considered as humiliating, intimidating, threatening, demeaning, or victimising to a person or a group of people.

#### 4.2 Harassment

Harassment is any form of behaviour that is unwanted, offends, humiliates, intimidates, or creates a hostile environment.

##### a) Sexual Harassment

Sexual Harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could make a person feel offended, humiliated, or intimidated.

#### 4.3 Victimisation

Victimisation is subjecting or threatening someone because they have acted and/or reported bullying, harassment, discrimination, or they helped someone else make such a report.

#### 4.4 Gossip

It is unacceptable for you to talk with other staff members, clients or suppliers about any complaint of disruptive or harmful behaviours.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained through your duties is a serious breach of this policy.

## 5 Guiding Principles

All disruptive and harmful behaviours raised by you will be treated in line with the following principles:

- Intervene quickly and appropriately when we become aware of inappropriate behaviour.
- Ensure that you are treated with fairness and no assumptions will be made, or action will be taken until all relevant information is collected and considered.
- Ensure that we recognise the importance and value of listening and responding to concerns or complaints and ensuring the process is fair, effective, safe, confidential, and accessible to all and without prejudice.
- Ensure that where you raise a disruptive or harmful behaviour that you are not victimised for doing so.

## 6 Roles and Responsibilities

Role	Responsible for:
Executive Management Committee	Endorse and ensured compliance with this policy. Be familiar with the guiding principles of this policy.
Manager, Co-ordinators/Team Leaders	Manage and check compliance with this policy and ease access for staff to receive proper training, and supervision to follow this policy. Collate and escalate matters raised as needed. Ensure operational decision making is informed by this policy.
Employees, Volunteers, contractors	Follow this policy, Maintain knowledge of current practices in relation to the subject of this policy, as applicable to their role. Report any incidents as per organisational policy. Participate in regular practice supervision.

## 7 Legislation and Supporting Documents

### 7.1 Legislation and Standards

- The Aged Care Act 1997 and Aged Care Principles 1997
- Fair Work Act 2009
- Disability Services Act 1993
- Equal Opportunity Act 1984
- Australian Human Rights Commission Act 1986
- Privacy Act 1988
- Occupational Safety and Health Act 1984 (WA)
- Equal Opportunity Act 1984 (WA)

- Mental Health Act 2014 (WA)
- Residential Tenancy Act 1987 (WA)
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Age Discrimination Act 2004

## 7.2 Related SCCWA Policy and Procedures

- SCC-QUA-POL-0005 Feedback and Complaints Policy
- SCC-QUA-POL-0001 Continuous Improvement Policy
- SCC-HUM-POL-0007 Code of Conduct Policy
- SCC-RIS-POL-0008 Privacy Policy
- SCC-HUM-POL-0050 Confidentiality & Privacy Policy
- SCC-HUM-POL-0052 Managing Misconduct and Discipline Policy
- SCC-HUM-PRO-0031 Managing Misconduct and Discipline Procedure
- SCC-HUM-POL-0058 Whistleblower Policy

## 8 Document Control

Rev	Owner	Sections Modified	Date Reviewed	Next Review Date
1.0	Chief People Learning and Culture Officer	First Release	13/05/2024	13/05/2026