



Anti-Bullying Policy

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Our values

LTSA values a safe, inclusive, respectful work environment with a focus on providing our team members with an environment that supports their health, wellbeing, productivity, and effectiveness. This policy is focussed to ensure that LTSA complies with all obligations under relevant legislation and to ensure all LTSA team members experience a work environment free from unlawful bullying and bullying behaviour.

Policy Application

This policy does not form part of any contract of employment or any industrial instrument. It will be subject to regular review and may be amended by LTSA from time to time.

This policy applies to the following persons, collectively referred to in this policy as ‘team members’:

- a) prospective and current full-time, part-time and casual employees;
- b) Governing Board of Directors;
- c) volunteers;
- d) agents and contractors engaged from time to time; and
- e) elected student representatives of LTSA bodies.

LTSA recognises that workplace bullying can take place through several different methods of communication including face to face, email, text messaging and social media platforms. As such, this policy applies to all methods of communication through which workplace bullying can take place.

This policy is not restricted to the workplace or work hours. The obligations in this policy are also applicable to any work-related events or functions. All team members are expected to comply with this policy at work related events or functions.

A “work related event or function” means any event or function that is connected to LTSA. These may include, for example:

- a) on-campus and off-campus LTSA events;
- b) conferences and professional development opportunities;

- c) work functions/events;
- d) end of year events;
- e) LTSA social sport; and
- f) on social media and messaging platforms where team members interact.

Definitions

“Bullying”

Bullying is repeated, unreasonable and unwelcome behaviour directed towards an employee or group of employees that creates a risk to health and safety.

Bullying includes both physical and psychological abuse.

“Victimisation”

Subjecting a person to negative treatment because they have:

- a) asserted their rights under equal opportunity law;
- b) made a complaint under equal opportunity law; and
- c) helped someone else make such a complaint; and refused to do something because it would be discrimination, sexual harassment or victimisation.

Examples of workplace bullying behaviour

Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse. It can include:

- a) abusive or offensive language or comments;
- b) aggressive and intimidating behaviour;
- c) belittling or humiliating comments;
- d) practical jokes or initiation;
- e) unjustified criticism or complaints;
- f) spreading misinformation or malicious rumours;
- g) unfair allocation of meaningless tasks or duties;
- h) excessive demands or impossible deadlines;
- i) deliberately changing work rosters to inconvenience an employee; and
- j) undermining work performance by deliberately withholding information vital for effective work performance.

What is not workplace bullying

Not all behaviour that makes a worker feel upset or undervalued is workplace bullying.

Reasonable management action taken in a reasonable way is not workplace bullying. The CEO or in their absence the 2IC/Campus Coordinator, are responsible for monitoring the quality and timeliness of work and providing team members with feedback on their performance. Reasonable management action can include:

- a) realistic and achievable performance goals, standards and deadlines;
- b) fair and appropriate rostering and allocation of working hours;
- c) transferring a team member to another area or role for operational reasons;
- d) deciding not to select a team member for a promotion where a fair and transparent process is followed;
- e) informing a team member about unsatisfactory work performance in an honest, fair and constructive way;

- f) informing a team member about unreasonable behaviour in an objective and confidential way;
- g) implementing organisational changes or restructuring; and
- h) taking disciplinary action, including suspension or terminating employment where appropriate or justified in the circumstances.

Policy

LTSA seeks to provide a work environment that is safe and enjoyable for all.

Workplace bullying has a detrimental effect on LTSA and its team members. It can create an unsafe working environment, result in a loss of trained and talented team members, cause the breakdown of teams and individual relationships, increase absenteeism, and reduce efficiency and productivity. Team members who are bullied can become distressed, anxious, withdrawn and can lose self-esteem and self-confidence. Workplace bullying is also, in some circumstances, against the law. For these reasons, bullying will not be tolerated by LTSA.

LTSA recognises that workplace bullying may involve comments and behaviours that offend some people and not others. LTSA accepts that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of all. This standard aims to be respectful of all team members.

LTSA will take all reasonable steps to ensure that team members, governing Board Directors, elected student representatives, contractors and students will be treated fairly and with dignity and respect whilst working or receiving services at LTSA.

Responsibilities

LTSA CEO

It is the responsibility of the LTSA CEO to ensure that:

- a) all team members are aware of their obligations, responsibilities, and rights in relation to the prevention of unlawful bullying;
- b) any matter which does not comply with these principles is identified and addressed as promptly and sensitively as possible;
- c) ongoing support, guidance and advice is provided to all team members in relation to these principles and practice;
- d) education and training is conducted within LTSA to eliminate bullying; and
- e) all documentation pertaining to complaints is kept secure and confidential.

LTSA CEO and 2IC/Campus Coordinator

The CEO or in their absence the 2IC/Campus Coordinator, have a responsibility to:

- a) ensure that their workplace is free from bullying behaviour;
- b) inform all team members, governing Board Directors, elected student representatives, students and contractors clearly of what is and is not acceptable behaviour and advise that if claims of bullying are substantiated, then disciplinary procedures may be invoked;
- c) inform all team members, governing Board Directors, elected student representatives, students and contractors of how to resolve informal complaints;
- d) inform all team members, governing Board Directors, elected student representatives, students and contractors who experience discrimination and harassment of their rights and provide them with the appropriate policy and procedures to resolve their concerns;
- e) ensure that inform all team members, governing Board Directors, elected student representatives, students and contractors who make a complaint are always not victimised for doing so and respect their privacy and confidentiality;

- f) ensure that the policies and procedures in relation to the resolution of a grievance/complaint are followed; and
- g) seek appropriate assistance from the CEO when required.

Team Members

Individual team members, governing Board Directors and elected student representatives have a responsibility:

- a) not to participate in any bullying behaviour within LTSA workplace; and
- b) behave in a respectful, tolerant and equitable manner to all members of the LTSA community.

Complaints

Complaints of bullying behaviour will be taken seriously and will be handled in accordance with LTSA’s Complaint Handling Procedure.

Complaints made in pursuance of this policy will be treated confidentially. To the extent possible, LTSA will maintain confidentiality throughout of the course of the complaint resolution procedure with details disclosed only to relevant parties and only to the extent necessary to properly deal with the complaint.

Anyone who makes a complaint about bullying is protected from being victimised.

Team members, governing Board of Directors and elected student representatives will not be disadvantaged for raising a complaint, even if it is not upheld, unless the complaint was untrue or vexatious.

Policy Breaches

LTSA treats any breach of its policies or procedures seriously. LTSA encourages reporting of concerns about non-compliance and will manage compliance in accordance with the *Higher Education General Staff Award 2020*, National Employment Standards (NES), Disciplinary Policy and employment contract terms.

Governance

<p>Related Policies & Procedures</p>	<ul style="list-style-type: none"> • LTSA Code of Conduct • LTSA Complaints Handling Procedure • LTSA WHS Policy • LTSA Equal Opportunity Policy • LTSA Freedom from Harassment Policy • LTSA Social Media Policy • LTU Health & Safety Policy • LTU Charter of Student Rights & Responsibilities • LTU Student Behaviours Policy
<p>Legislation Mandating Compliance</p>	<ul style="list-style-type: none"> • Equal Opportunity Act 2010 (Vic) • Occupational Health & Safety Act 2004 (Cth) • Age Discrimination Act 2004 (Cth) • Disability Discrimination Act 1992 (Cth) • Sex Discrimination Act 1984 (Cth) • Racial Discrimination Act 1975 (Cth) • Australian Human Rights Commission Act 1986 (Cth) • Crimes Amendment (Bullying) Act 2011
<p>Policy Owner</p>	<p>Chief Executive Officer (CEO)</p>

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