



Bullying and Harassment Policy

Alignment	
AQTF 2010	
Conditions	3
Standards for Registered Training Organisations 2015	
Standard 5	5.1,5.2

Purpose:	AAOWT recognises that bullying behaviour is detrimental to our staff and student's health and well-being and impacts negatively on our operations and culture. The purpose of this policy is to bring awareness to the effects of bullying within the organisation and how each individual can contribute to a harmonious working and learning environment.
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Document Control			
Version	Approval Date	Authorised by	Change Description
1.1	08/01/2012	CEO	Continuous improvement
2.1	13/05/2012	CEO	Continuous improvement
2.2	08/12/2015	CEO	Reviewed in line with Standards for RTO 2015

Policy Statement

AAOWT believes that working relationships are not only an important professional issue but are also critical for the organisation to provide a harmonious workplace and study environment conducive to learning & that is client focussed.

Positive, professional & harmonious working relationships require the following:

- All staff and students should be treated respectfully;
- All staff and students should have an awareness & understanding of how their behaviours impact others around them;
- There are guidelines in place that determine appropriate and acceptable behaviour in the workplace.

Bullying and/or harassment in the workplace at AAOWT will not be tolerated. Any evidence of these behaviours towards other members of the organisation will be treated as unsatisfactory conduct, a breach of the Code of Conduct and managed as a disciplinary issue.

The organisation follows all guidelines issued by Work Safe in the prevention & management of workplace bullying.

Definitions

Bullying

Bullying is defined as an obvious or indirect, repeated behaviour, which is unreasonable or inappropriate, and is directed at staff member or student or group of either, which creates a risk to their safety and well-being, both physical and mental. This does not include reasonable management action carried out in a reasonable way.

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Harassment

Harassment is defined as any offensive unwelcome physical or verbal behaviour. This can include unsolicited comments or conduct related to a person's race, national origin, religion, sex or disability. Harassment can occur verbally and/or communicated electronically.

Approach

- Educate all stakeholders in the difference between bullying and reasonable workplace practices such as task management and performance management conducted in an appropriate manner.
- Implement complaint procedures in which allegations of bullying and/or harassment are investigated proactively, with integrity, dealt with confidentially and where appropriate disciplinary action is taken.
- When appropriate, counsel staff, lecturers in effective communication and management skills.
- Create a work environment where all staff and lecturers are able to perform their duties without threat or intimidation.
- Create a safe and harmonious environment where all students are able to study and perform at their optimum
- Develop a Company culture which does not condone bullying behaviour.
- Communicate this policy across the whole organisation by effectively utilising resources such LMS, the intranet and / or other forms of electronic communications as appropriate.

Commitment

AAOWT has zero tolerance for Bully and harassment. Management and staff at AAOWT have a duty to ensure that incidences of bullying and/or harassment are reported and dealt with in an appropriate manner.

Responding to Incidents of Bullying

It is the expectation that all staff and students will contribute to an ongoing effort by the organization to ensure that AAOWT remains free of bullying practices. It is acknowledged that unfortunately, there may be an occasion where staff of AAOWT will be required to respond to an incident of bullying.

- All inappropriate or unreasonable behaviour, whether perceived as bullying or not, must be identified and investigated;
- Any affected staff member or student, including those who may witness unreasonable or inappropriate behaviour must lodge a formal written complaint to the Chief Executive Officer or, in the event that the behavior originates from the Chief Executive Officer, another management team member may receive the complaint;
- The complaint must be acknowledged in writing by the organization within 24 hours of receipt (this can be done electronically);
- The complaint must be fully investigated, including taking statements from any witnesses within 2 business days of the complaint being received;
- While each case is different, the principles of fairness & natural justice are followed in all cases;
- The organization will use the following methods for resolving identified cases of bullying:
 - Provision of advice to involved staff and/or students;
 - Consultation with external bodies, including Work Safe WA where relevant;
 - Intervention by appropriate external bodies where relevant;
 - Mediation;
 - Any other method that is deemed appropriate, including if necessary termination of contracts for either students or staff member.