

WORKPLACE BULLYING POLICY

Definitions

The following definitions apply to the terms and conditions set out below that govern the contract of services between you and us.

“the Builder”, “we”, “us”, “our” means BuilderShield

“Bullying” is defined as "repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety". Some behaviours of bullying are:

- Verbal abuse
- Excluding or isolating employees
- Psychological harassment
- Assigning employees meaningless tasks unrelated to the job
- Deliberately withholding information that is vital for effective work performance
- Unfair criticism
- Publicly humiliating an employee
- Ignoring or belittling an employees contribution or opinion

Policy

The Victorian Occupational Health and Safety Act Victoria, 2004 prohibits bullying or harassing behaviour that may cause or create a risk of physical or mental injury to another person.

The Builder does not condone bullying or violent behaviour in the workplace whether the source of such behaviour is internal to The Builder’s employees, or external, (eg on- site sub – contractors, customers).

Management Responsibilities

Any complaint will be treated promptly by management and with complete confidentiality. All records relating to a workplace bullying claim will be kept in a confidential file and can only be accessed with the permission of (insert name of senior person).

Employee Responsibilities

All employees and subcontractors of The Builder must comply with this policy.

Failure to comply with the policy depending on the severity of the case will result in a disciplinary procedure. Similar disciplinary action will be taken against anyone who victimises or retaliates against a person who has complained of workplace bullying.

If an employee believes that they are subjected to workplace bullying they should contact The Builder.

Employees should be aware that spreading gossip or rumours about alleged workplace bullying or falsely accusing somebody of engaging in bullying against a person may expose them to defamation action.

The Builder also recognises false accusations of workplace bullying can have serious effects on innocent people.