



Policy on Workplace Bullying

At 90.1 NBC FM, we are committed to fostering a workplace where mutual respect is paramount, and all staff and volunteers feel safe and valued. This policy outlines our commitment to preventing workplace bullying and the steps we take to ensure a positive work environment.

Purpose and Scope

We believe that a productive and harmonious workplace is one where everyone is aware of the impact of their behavior on others. Bullying is unacceptable at 90.1 NBC FM and will not be tolerated under any circumstances. Any staff member or volunteer found to have committed or condoned bullying will face disciplinary action, up to and including termination of employment.

Our Policy

90.1 NBC FM will take the following steps to prevent and address workplace bullying:

- **Promote Appropriate Behavior:** We encourage all staff and volunteers to adhere to high standards of behavior at all times.
- **Sensitive and Fair Handling of Complaints:** We are committed to addressing bullying complaints in a sensitive, fair, and timely manner.
- **Training and Awareness:** We provide training to ensure everyone understands their rights and responsibilities regarding workplace bullying.
- **Effective Complaint Procedures:** We have a clear and effective process for addressing bullying complaints.
- **Encourage Reporting:** We encourage the reporting of any behavior that violates this policy.
- **Protection from Retaliation:** We ensure that individuals who report bullying are protected from victimization or reprisals.



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What Is Bullying?

Workplace bullying is defined as repeated, unreasonable behavior directed towards an individual or group that creates a risk to health and safety. This includes any behavior that a reasonable person would consider to be intimidating, humiliating, or threatening. Bullying can involve verbal, written, visual, or physical actions, such as:

- Demeaning language or verbal abuse
- Threats or physical intimidation
- Outbursts of anger or aggression
- Excluding or isolating individuals
- "Ganging up" on someone
- Psychological harassment or intimidation
- Assigning impossible tasks
- Deliberately inconveniencing someone through work schedules

What Isn't Bullying?

Reasonable management actions carried out in a fair and reasonable manner are not considered bullying. These actions can include:

- Setting performance goals and deadlines
- Allocating work hours and tasks
- Providing feedback on work performance
- Implementing organizational changes
- Conducting performance management processes



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Responsibilities of Staff and Volunteers

All staff and volunteers are responsible for:

- **Respectful Conduct:** Treating others with respect and courtesy at all times.
- **Compliance:** Adhering to the Workplace Bullying Policy and Procedure.
- **Reporting Incidents:** Reporting any bullying behavior to the Station Manager or Supervisor.
- **Participation in Investigations:** Cooperating fully in any investigation into bullying and maintaining confidentiality throughout the process.

What to Do If You Believe You're Being Bullied

If you believe you are being bullied, it's important not to ignore the situation. Here's what you can do:

- **Address the Issue Directly:** If possible, try to resolve the problem by discussing it with the person involved.
- **Seek Assistance:** If you're unsure how to handle the situation, or if the issue persists, speak to the Station Manager or Supervisor.
- **Report the Incident:** Ensure that your complaint is made honestly and in good faith, providing all relevant facts to support your case.

Management Responsibilities

If a bullying complaint is brought to your attention, you must:

- **Act Promptly:** Address the complaint quickly and take it seriously.
- **Be Sympathetic and Serious:** Show empathy and take the matter seriously.
- **Follow the Investigation Procedure:** Notify the Station Manager, document the complaint, and ensure an investigation begins within 2 working days.



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Investigation and Mediation Process

The investigation of a bullying complaint will be thorough and impartial. It will include:

- **Mediation:** If appropriate, mediation may be used as a first step to resolve the issue.
- **Investigation:** The investigator, who may be from outside the organization, will speak to all parties involved and any witnesses.
- **Action:** Based on the findings, appropriate actions such as an apology, changes to work practices, or disciplinary measures will be taken.

Confidentiality

All parties involved in a bullying complaint must ensure that the details of the complaint are kept confidential and only discussed with those directly involved in the investigation and resolution process.

Further Information

For more information on preventing and responding to workplace bullying, please refer to:

- **Workplace Bullying Guidance from Fair Work**
- **Work Health and Safety Act 2011**
- **Sex Discrimination Act**
- **Race Discrimination Act**
- **Disability Discrimination Act**
- **Human Rights and Equal Opportunity Commission Act**



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Agreement:

By signing this agreement, both parties acknowledge and agree to these responsibilities and rights.

Volunteer Name: _____

Signature: _____

90.1 NBC FM Representative Name: _____

Signature: _____

Date: ___ / ___ / ___

This agreement is effective from ___ / ___ / ___ and will be reviewed on ___ / ___ / ___.

Address: _____

Phone Number: _____