



Workplace Harassment & Bullying Policy

Approved by the EREA Board 29 October 2013

Rationale: This policy exists to provide information and ensure support to employees who are the subject of workplace harassment or bullying. It also outlines the responsibilities of employing authorities in regard to induction and formation of staff in relation to workplace harassment and bullying prevention.

Principles: It is expected that each person working within EREA will uphold the values underpinning the Charter and comply with the law, to:

- uphold the dignity and respect of the individual;
- promote the principle of equal opportunity;
- refrain from any behaviours that impinge negatively upon a person's dignity and rights, morale and work effectiveness;
- contribute to quality of life for all through respect and tolerance;
- protect cultural and social diversity; and
- engender fairness and respect in relationships.

Process: The principles of natural justice and procedural fairness will apply to decisions made under this Policy.

Privacy: Privacy legislation applies to all records generated under this Policy.

Confidentiality: A complaint must be treated with the utmost confidentiality. This does not affect the complainant's right to seek external assistance.

Non Victimisation: It is against the law for a person to be victimised. Victimisation under this policy extends to the person who made the complaint, the person against whom the complaint is made, and any other party involved in the handling of the complaint. Victimisation under this policy and the law can be the basis of another complaint.

Policy Statement: EREA is committed to providing all employees with a safe workplace which is characterised by an atmosphere of mutual respect and dignity and an absence of any form of bullying and harassment.

Applicable to: All EREA

Key Responsibilities: The Executive Director has responsibility for the implementation of this policy, the development of procedures for workplace harassment and bullying within EREA and regular compliance reporting to the Board.

Effective From: October 2013

Review: Consideration will be given every 2 years to determine if this policy requires review earlier than 2017.

Related Information: The EREA Workplace Harassment & Bullying Procedures