

	<p><b>LG501</b>  <b>Elimination of Violence, Harassment and Bullying in the Workplace</b></p>
<p><b>Key Focus Area</b>  Leadership and Governance</p>	<p><b>Responsible Directorate</b>  Office of the Chief Executive</p> <p><b>Relevant Council Delegation</b>  Nil</p>

### Purpose

The purpose of this Policy is to outline Council’s commitment to a workplace free from violence, harassment and bullying.

### Definitions

**Workplace violence** is an action or incident that physically or psychologically harms another person, including situations where employees and other people are threatened, attacked or physically assaulted. For the purpose of this policy, non-physical violence, such as verbal abuse, intimidation and threatening behaviour, are also considered forms of workplace violence that affect a person's health and wellbeing.

Harassment and bullying of any sort are subtle forms of workplace violence. **Harassment** is defined as any repeated unwelcome, offensive comment or action concerning a person’s race, colour, language, ethnic origin, sex, marital status, pregnancy, and disability, political or religious conviction. It is behaviour towards another employee which is intimidating or embarrassing. Sexual harassment is a form of discrimination which contravenes this policy and is unlawful under the *WA Equal Opportunity Act 1984*.

**Workplace bullying** is defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. Bullying in the workplace can be identified where employees are harmed, intimidated, threatened, victimised, undermined, offended, degraded or humiliated whether alone or in front of co-workers, clients, visitors or customers.

Bullying may involve verbal abuse and physical violence and also subtle intimidation with inappropriate comments about personal appearance, constant criticisms, isolation of workers from others and unrealistic, embarrassing or degrading work demands. Bullying can also be carried out via letters, emails and mobile telephone text messages.

### Policy

Council has a no tolerance attitude to any form of violence, harassment and bullying in the workplace.

Every individual including Council Members has the right to carry out their job in an environment which is safe, promotes job satisfaction, maximises performance and provides economic security.

Council recognises and supports that the Chief Executive Officer is responsible for:

- a. Preparing and overseeing a Code of Conduct for employees.
- b. Approving, implementing and enforcing appropriate HR policies and procedures.

<b>Document Control Box</b>			
<b>Business Unit:</b>	Office of the Chief Executive		
<b>Legislation:</b>	<i>Fair Work Act 2009</i> <i>Sex Discrimination Act 1984</i>		
<b>Organisational:</b>	Discrimination, Harassment and Bullying Procedure Code of Conduct for Council Members, Committee Members and Candidates Employee Code of Conduct		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2022
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
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4.	Modified	6 March 2012	23/12
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