



BULLYING POLICY

INTRODUCTION

Canberra Multicultural Service (FM91.1), also known as CMS Radio/ Ethnic Broadcasters Council of the ACT and Surrounding Regions Inc., believes that all people should work in an environment free from bullying.

Canberra Multicultural Service (FM91.1) understands that workplace bullying is a threat to the health and wellbeing of its staff, volunteers and community members.

Accordingly, Canberra Multicultural Service (FM91.1) is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.

PURPOSE

The purpose of this document is to communicate that Canberra Multicultural Service (FM91.1) does not tolerate any form of workplace bullying and to set out the process which is to be followed should any instances of workplace bullying be reported.

DEFINITIONS

“Bullying” is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

“Repeated behaviour” refers to the persistent nature of the behavior and can involve a range of behaviours over time.

“Unreasonable behaviour” is behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behavior that is victimising, humiliating, intimidating or threatening.

Examples of behavior, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone or an entire group from workplace activities
- withholding information that is vital for a employee or volunteer
- denying access to information, supervision, consultation or resources to the detriment of the employee or volunteer
- spreading misinformation or malicious rumours



BULLYING POLICY

- changing work arrangements to deliberately inconvenience a particular employee or volunteer

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels as well as face-to-face. Bullying may occur privately or in public.

Workplace bullying can occur between employees or volunteers (sideways), from managers to other employees or volunteers (downwards), or employees or volunteers to supervisors/managers (upwards). At Canberra Multicultural Service (FM91.1), this could mean that bullying could occur between board members, volunteers and/ or employees or from employees (staff) to volunteers (broadcasters) or from volunteers (broadcasters) to employees (staff).

A key point to note is that only *Individual Members and Volunteers* will be held responsible and accountable for bullying instances.

Entire language communities and programs will not be held responsible for the actions of any one member. However, the Program Coordinators of language programs must support the CMS board to take appropriate action against individuals who have been found to be bullying or intimidating other volunteers, both within their programs and with other programs.

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

- informing an employee or volunteer about unsatisfactory work performance in an honest, fair and constructive way
- Issuing warnings for other station/ studio related infringements
- taking disciplinary action, including suspension or terminating employment/ membership due to non-compliance with other policies

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that occurs due to personal vendetta or historical issues concerning parties prior to their engagement with Canberra Multicultural Service (FM91.1) or outside the purview of Canberra Multicultural Service (FM91.1) will be dealt with separately.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).



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Canberra Multicultural Service (FM91.1) has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Canberra Multicultural Service (FM91.1) accepts and acts on its duty of care. Any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

AUTHORISATION

[Signature of Board Secretary]

[Date of approval by the Board]

CANBERRA MULTICULTURAL SERVICE