



GRIEVANCE, HARASSMENT AND BULLYING POLICY WHS090

1. INTRODUCTION

Charles Sturt Campus Services Limited has developed the following policy to create a safe and healthy workplace for workers and others. Workplace grievance, harassment and bullying is when a person subjects another to degrading, intimidating behaviour ranging from verbal abuse or threats to actual physical violence. Workplace grievance, harassment and bullying will not be tolerated within the organisation or directed to workers from outside the organisation. This policy outlines the rules, responsibilities and procedures for grievance, harassment and bullying in the workplace.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

3 POLICY STATEMENT

3.1 All Staff have the right to work in a safe working environment and to be treated with dignity and respect.

3.2 CSCS provides procedures through which staff can have a workplace grievance addressed.

3.3 All staff members have a right to use the procedures and this policy if they believe they have a legitimate grievance that can be dealt with under the procedures.

4. PURPOSE

The purpose of this Policy is to guide Charles Sturt Campus Services approach to manage concerns or complaints which arise as workplace grievances.

5. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy so they can contribute to decisions affecting their health, safety and welfare;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules, have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Provide information to all workers about the potential health and safety impacts of violence in the workplace;
- Provide appropriate training in the operation of any security equipment for workers according to their needs, roles and responsibilities;
- To the best of their ability provide a secure work environment and take action against anyone who threatens or bullies their workers;




- Monitor work conditions and work performance;
- Take each and every threat or violent act seriously and report acts or threats of violence to the appropriate authorities;
- Outline the procedures for the management of violence;
- Encourage and refer workers to support and counselling as appropriate;
- Record all incidents of violence and threats; and
- Continue to monitor workplace conditions and the environment, performance and culture for problematic behaviours and attitudes.

Workers must:

- Be courteous, understanding and show mutual respect towards all persons;
- Participate in consultation and any training required to prevent workplace violence;
- Comply with the rules of this policy; and
- Advise their manager/supervisor if they feel unsafe performing any work activity or if they feel they have not been properly trained.

6. SIGN OFF

Company Representative:

Signed:  **Date:** 15-03-21

Name: Martin Dooner **Position:** General Manager