

WORKPLACE BEHAVIOUR POLICY

Purpose

The purpose of this policy is to support a workplace that is free from harassment, discrimination and bullying.

Scope

This document applies to all:

- Ashburton Community Centre work locations
- Ashburton Community Centre staff, tutors and volunteers
- Contractors carrying out work for the Ashburton Community Centre

Ashburton Community Centre is committed to:

- providing a work environment in which all staff, volunteers and members are treated fairly, with dignity and respect.
- ensuring the dignity at work of all our staff, volunteers and members
- ensuring we are fair and just in our dealings
- building happy and constructive working relationships
- ensuring we respect and value differences
- encouraging constructive discussion of differences of views and approaches
- ensuring we are open and constructive in our communications
- preventing actions of bullying, exclusion, unfair treatment and other negative or demeaning behaviours
- dealing firmly and fairly with negative behaviours, including bullying and harassment.

Ashburton Community Centre will:

- protect the dignity of all our staff, volunteers and members
- review all policies and procedures to ensure they are consistent with the principles of justice, fairness and respect for everyone at our Centre
- ensure that there are appropriate procedures, systems and campaigns in place to promote dignity at work and within our program of activities
- educate all staff on their personal responsibility to behave in a way that respects everyone's dignity
- provide advice, information and support that protects the dignity of our staff
- raise awareness of the workplace policy and procedures and make training and education available
- develop systems to regularly assist the effectiveness of our actions and interventions

Roles and responsibilities

It is the role of Committee of Management and staff to:

- provide induction and information to staff in this policy
- model positive and constructive behaviour in their treatment of staff
- monitor and act if they become aware of any potential hazards
- address breaches of this policy

It is the role of staff to:

- treat colleagues with dignity and respect
- comply with the Workplace policy
- where possible, report incidences of breaches of this policy to the Executive Officer or Committee of Management

Consequences of breaches

If this policy is not adhered to, it may result in disciplinary action, including a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

This policy is based on the ¹Victorian Work safe guide “WorkSafe bullying – prevention and response” 2012 document

Management endorsement

This policy is endorsed by Committee of Management

Signed:

President, Committee of Management
Ashburton Community Centre

Date:

¹ As at 1/7/14 Worksafe is known as Victorian WorkCover authority