



# Bullying - Policy

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## Purpose

We aim to provide a safe and respectful environment for employees and clients free from all forms of bullying.

This policy outlines what is meant by bullying and how we deal with concerns or complaints arising under this policy.

## Application

This policy applies to all of our employees, anyone who performs work for us and anyone who performs work on our premises (referred to collectively in this policy as “employees”). It applies to all work-related activities, including working from home, business travel and work functions.

## Policy

All employees must comply with this Policy.

## Bullying

Bullying refers to repeated and unreasonable behaviour directed towards a person that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of actions over a period of time.

Unreasonable behaviour is any behaviour that a reasonable person having regard to the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

If someone is being bullied due to a personal characteristic protected by equal opportunity law, it may also be a form of discrimination. Further guidance on this is set out in our Equality Policy.

### Examples of Bullying

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages and social isolation. Bullying can range from obvious verbal or physical assault to psychological abuse.

Behaviours that may constitute bullying include:

- yelling, screaming or other offensive and demeaning language;
- coercion;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to the job;
- giving employees impossible tasks;

- deliberately changed work rosters to inconvenience particular employees;
- undermining work performance by deliberately withholding information vital for effective work performance;
- constant unconstructive criticism.

### **What is not Bullying**

Reasonable management action taken by supervisors or managers to guide and direct the way work is done is not bullying. Some examples of actions that constitute reasonable management action are:

- raising performance issues;
- discussing the way work is performed;
- giving feedback or correction about performance;
- setting performance goals and standards;
- performance management processes;
- implementing organisational changes or restructuring;
- talking with an employee about inappropriate behaviour;
- taking disciplinary action as a result of performance or conduct issues;
- termination of employment;
- consulting or conducting mediation between employees.

## **Harassment**

Harassment is unwanted, unwelcome or uninvited behaviour that makes a person feel humiliated, offended or intimidated.

Your attention is specifically drawn to our Equality Policy.

## **Victimisation**

Victimisation is subjecting or threatening to subject someone to a detriment because they are involved in a complaint relating to bullying, discrimination or harassment. Employees must not engage in victimisation of any person who is involved in any such complaint. It is also victimisation to threaten someone who may be involved in investigating a complaint.

Victimisation does not include taking action against someone who has made false complaints or provided false information.

## **Reporting Process**

We encourage any employee who believes they have been bullied to take appropriate action:

- if you feel comfortable to do so, the first step may be to tell the person that their behaviour is unwelcome or inappropriate and ask them to stop;
- if you do not feel comfortable raising the concern directly with the person, you should seek assistance from your manager or the Human Resources team.

Where appropriate, we will conduct inquiries into complaints made and will seek to resolve the issue. If an investigation is conducted, we will do so as soon as possible and will respect appropriate levels of confidentiality.

Employees found to have engaged in any conduct outlined in this policy may be subject to disciplinary action up to and including termination of employment. Other measures may include mediation, counselling, training or a disciplinary warning.

## Application of this policy

This policy is subject to review by us and may be changed or revoked at any time.



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Peter Turnbull

Chair

Version adopted by the board on 4 February 2022

Contact:  
info@calix.com.au  
Company Secretary