

## COUNCIL POLICY LG501

# ELIMINATION OF VIOLENCE, HARASSMENT AND BULLYING IN THE WORKPLACE

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

### 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

The Town of Claremont 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.

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<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		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	28 September 1999	786/99
2.	Modified	21 May 2002	196/02
3.	Modified	5 October 2010	210/10
4.	Modified	6 March 2012	23/12
5.	Reviewed	10 December 2013	360/13
6.	Reviewed	9 December 2014	203/14
7.	Modified	13 December 2016	206/16
8.	Reviewed	18 December 2018	228/18
9.	Reviewed	1 June 2021	066/21
10.	Modified	5 October 2021	128/21