

SCHWARZ

Family Practice

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Workplace Bullying Policy

This Workplace Bullying Policy applies to all Employees of the business.

The objective of the policy is to ensure the workplace is free from bullying.

The requirement is for all staff to comply with Workplace Bullying Policy.

Procedures (not required)

Purpose

The purpose of this Workplace Bullying Policy is to establish a safe, respectful, and supportive working environment for all employees within Schwarz Family Practice. We are committed to fostering a culture where everyone is treated fairly, equitably, and with dignity. Bullying in the workplace is strictly prohibited and will not be tolerated under any circumstances. This policy aligns with the Australian Fair Work Act 2009 and relevant state and federal laws.

Objective

The objectives of this Workplace Bullying Policy are to:

- Clearly define what constitutes bullying in the workplace.
- Provide guidelines for reporting and addressing instances of workplace bullying.
- Raise awareness among employees of their rights and responsibilities regarding workplace bullying.
- Encourage a culture of mutual respect, support, and inclusiveness.
- Prevent adverse effects on the mental and physical well-being of employees resulting from workplace bullying.
- Ensure compliance with all relevant laws and regulations.

Policy Requirements

Definition of Workplace Bullying

Workplace bullying is defined as repeated and unreasonable behaviour directed towards an individual or group of employees, which creates a risk to health and safety. Examples of workplace bullying include, but are not limited to:

- Verbal or written abuse, including offensive language or inappropriate comments.
- Intimidation, threats, or aggressive behaviour.
- Belittling or humiliating others, including spreading rumours or gossip.
- Excluding or isolating employees from work-related activities or social events.
- Unreasonable work demands, excessive criticism, or deliberately setting someone up to fail.
- Online threats, inappropriate comments or targeting (including if outside of work hours).
- Hazing or initiation practices aimed at humiliating others.

Reporting Workplace Bullying

All employees have the responsibility to report any instances of workplace bullying they experience or witness. Reports should be made to an appropriate manager, supervisor, or the human resources department. Employees may also utilise the anonymous reporting mechanism established by Schwarz Family Practice. All reports will be treated confidentially, and no employee will be penalised for making a report in good faith.

Addressing Workplace Bullying

Schwarz Family Practice will promptly investigate all reported instances of workplace bullying in a fair and unbiased manner. Investigations will be conducted in accordance with the principles of natural justice, ensuring procedural fairness and confidentiality. If an investigation substantiates an allegation of workplace bullying, appropriate disciplinary action will be taken, which may include:

- Counselling or mediation
- Formal warnings
- Reassignment of duties or work locations
- Suspension or termination of employment

Company Expectations

Every employee has the right to come to work in an environment that is free from bullying, harassment and intimidation. All employees are expected to adhere to the Company Code of Conduct. Bullying will not be tolerated within Schwarz Family Practice. All employees have a legal obligation under the legislation to ensure that they behave in an appropriate manner.

Employees caught bullying may face disciplinary action up to and including termination of employment.

What is not workplace bullying?

Some practices in the workplace may not seem fair but are not bullying. The company is allowed to transfer, demote, discipline, counsel, retrench or sack you (as long as the actions are reasonable).

What steps to take if you are bullied in the workplace?

- 1) Review the company bullying policy.
- 2) Keep notes on the incidents of bullying.
- 3) Seek out support (from Management, HR or a colleague).
- 4) Approach the bully to discuss the situation if you are comfortable to do so.
- 5) Notify your Manager or HR by making a formal complaint.
- 6) If not resolved, you can raise complaint with Australian Human Rights Commission or Fair Work Commission.

Training and Awareness

Schwarz Family Practice will provide regular training and resources to all employees regarding workplace bullying, including the rights and responsibilities of employees, the process for reporting incidents, and available support services.

Monitoring and Review

This Workplace Bullying Policy will be reviewed periodically to ensure its ongoing relevance, effectiveness, and compliance with legislative and regulatory requirements. Schwarz Family Practice is committed to continuous improvement and will incorporate feedback from employees, management, and external stakeholders as part of the review process.

The practice Manager is responsible for communicating the Workplace Bullying Policy to all persons working for or on behalf of the organisation and making it available to interested parties.