

Policy No. 4: Bullying

1. Introduction

- 1.1 U3A Frankston regards the dignity and autonomy of all people as a core value of the organisation. Bullying behaviour is based on the misuse of power in human relationships, and negates the dignity and autonomy of its victims.
- 1.2 U3A Frankston is fully committed to eliminating, as far as is possible, all forms of bullying in its operating environment and relationships, through a culture of openness, support and accountability.

2. Purpose

The purpose of this document is to outline U3A Frankston's position on bullying and to document the process for responding to a report of bullying.

3. Policy

- 3.1 This policy deals with repeated unreasonable behaviour that constitutes bullying.
- 3.2 "Unreasonable behaviour" is behaviour that is offensive, humiliating, intimidating, degrading or threatening. It includes but is not limited to:
 - Verbal abuse
 - Excluding or isolating another person/s
 - Humiliation through sarcasm or belittling someone's opinions
 - Constant criticism or insults
 - Spreading misinformation or pictorial material which may degrade or offend
 - Deliberately setting work routines or procedures to inconvenience certain persons
 - Disproportionate assignment of unpleasant or meaningless work to certain persons.
- 3.3 "Bullying" is *repeated*, unreasonable behaviour towards a person or group of persons. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.
- 3.4 Bullying can occur between two or more members and/or volunteers.
- 3.5 Bullying that directly inflicts physical pain or harm amounts to assault and will not be dealt with under this policy (refer to clause 4.5).
- 3.6 There will be occasional differences of opinion, conflicts and problems. Only when the treatment of another person is repeated, unreasonable, offensive or harmful does bullying exist.
- 3.7. Formerly accepted behaviour may be found to be bullying when it continues after a request from the complainant for the behaviour to stop or at the point it becomes intimidating, offensive or humiliating.

Policy No. 4: Bullying

- 3.8 U3A Frankston has a duty of care to provide a safe environment, and accepts and acts on its duty of care. Any allegations of bullying that are reported to the Committee of Management will be investigated promptly, thoroughly and fairly.
- 3.9 Complaints will be treated in confidence, and where confidentiality cannot be guaranteed, this will be clearly indicated to the complainant.
- 3.10 All parties will be treated with respect.
- 3.11 The person against whom the allegation is made has the right to natural justice, that is, the right to know what is alleged against them, the right to put their case in reply and the right for any decision to be made by an impartial decision-maker.

4. Procedures

- 4.1 A person who believes that he/she is the subject of bullying should take firm, positive and prompt action. Where appropriate, the perceived bully/bullies should be made aware that their behaviour is offensive, unwelcome and unacceptable, and that it needs to stop immediately.
- 4.2 Where the behaviour continues, or the person who feels bullied feels unable to speak directly to the perceived bully, he/she should report the matter to U3A Frankston's Secretary who will notify the President immediately.
- 4.3 The President or his/her delegate will provide support to the complainant and ascertain the nature of the complaint and the wishes of the complainant. The complainant may opt to have the matter dealt with by formal investigation or by less formal means.
- 4.4 The complaint will be handled in accordance with the *Grievance Procedure* as set out in Rule 47 of the Rules of U3A Frankston Inc.
- 4.5 Some forms of severe bullying, for example, physical attack or obscene phone calls, may constitute criminal conduct. While U3A Frankston is committed to treat most complaints about bullying at an organisational level as far as possible, potential criminal conduct is not suited to internal resolution and should be handled by the criminal justice system. Complainants will be advised of the option of police support or intervention. It is not the obligation or duty of U3A Frankston to report such matters to the Victoria Police on behalf of the complainant.

5. Responsibilities

- 5.1 U3A Frankston's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
- 5.2 It is the responsibility of U3A Frankston's Committee of Management to ensure that:
 - They understand and are committed to the right of all members and volunteers to attend U3A activities and venue without fear of being bullied in any way.

Policy No. 4: Bullying

- All reasonable steps are taken to eliminate bullying.
 - All members and volunteers are made aware of their obligations and responsibilities to foster a U3A environment that is free from bullying.
 - They foster an environment that discourages bullying and set an example by their own conduct.
 - All complaints are treated promptly, seriously and confidentially.
 - They are, as far as is practicable, aware of whether bullying is occurring, whether complaints are received or not, relying on such indices as:
 - Sudden increases in absenteeism
 - Sudden deterioration in participation
 - Behavioural changes, such as depression
 - They take corrective action when they become aware of any offensive action
 - Guidance and education is provided subsequent to decisions relating to bullying
 - Ongoing support and guidance is provided in relation to the prevention of bullying
- 5.3 It is the responsibility of all members and volunteers to ensure that:
- They understand and are committed to the rights and entitlements of all members and volunteers to attend U3A premises and activities without fear of bullying.
 - They help foster an environment that discourages bullying.
- 5.4 U3A Frankston's Secretary is responsible for:
- Receiving and responding to enquiries about this policy.
 - Receiving complaints about bullying and/or bringing a complaint to the immediate attention of the President.
- 5.5 U3A Frankston's President, or his/her delegate, is responsible for interviewing and supporting a complainant.
- 5.6 U3A's President is responsible for ensuring that a bullying complaint is handled in accordance with the *Grievance Procedure* as set out in Rule 47 of the Rules of U3A Frankston Inc.

6. Authorisation

- 6.1 This policy was adopted by the Committee of Management of U3A Frankston, and minuted as such, on 19 February 2016..
- 6.2 This policy will be published by the Committee of Management of U3A Frankston on its website within four weeks of the date of this authorisation.



U3A FRANKSTON INC. POLICY MANUAL

Policy No. 4: Bullying

Related Policies

- Policy No. 1: Privacy
- Policy No. 2: Code of Conduct
- Policy No. 3: Sexual Harassment
- Policy No. 5: Risk Management
- Policy No. 6: Anti-Discrimination
- Policy No. 7: Health & Safety (Serious Injury & Incident Report)
- Policy No. 8: Conflict of Interest

Version Number: 1	U3A Frankston Policy No. 4 – Bullying
Endorsed by U3A Committee of Management	Date: 19 February 2016
Revised	Date:



**U3A FRANKSTON INC.
POLICY MANUAL**

Policy No. 4: Bullying
