



Veritas Training Group

Workplace Bullying Policy

Principles

Veritas Training Group is committed to providing a working environment that is free from bullying. Working relationships and standards of behavior between staff are important workplace issues. Veritas Training Group encourages the behavior required to maintain a workplace environment free from bullying and demonstrates our commitment by addressing the principles of bullying:-

- All people should be treated with respect.
- All staff should develop awareness about the impact of their behavior on others.
- There is agreement about what is appropriate behavior at work.
- That our workplace is free from physical and psychological behavior or such conduct.
- Be free from the misuse of power/authority.
- That our employees are held with respect to personal decision making and peer to peer bullying remains unacceptable.

Definitions

A bully is a person who uses strength or power to coerce others by fear and that to bully is to oppress, persecute, physically or morally by (threat of) superior force.

Bullying is physical or psychological behavior or conduct where strength (including strength of personality) and/or a position of power is misused by a person in a position of authority or by a person who perceives that they are in a position of power or authority.

While bullying is normally associated with unequal power relationships, peer to peer bullying is not uncommon and is an equally unacceptable behavior within Veritas Training Group.

What is the effect of Bullying?

The effect of bullying can be to humiliate or intimidate an individual staff member or groups of staff and may actually or potentially adversely affect their health and well-being.

A variety of behaviors and acts may constitute bullying which, over time, create a negative workplace environment. Veritas Training Group encourages staff to maintain behavior in the workplace and lists below some of the examples of what we consider to be significant workplace bullying tactics:



Veritas Training Group

- Sarcasm and other forms of demeaning language.
- Threats.
- Verbal abuse.
- Shouting.
- Coercion.
- Punitive behavior.
- Isolation.
- Blaming.
- Ganging Up.
- Constant unconstructive criticism.
- Deliberately withholding information that a person needs to exercise his or her role or entitlements within the workplace.
- Repeated refusal of requests for leave or training without adequate explanation and suggestion of alternatives.

Bullying may be perpetrated by an individual who may be a work colleague, a supervisor or a person/s who is part of the work environment.

Effects of Bullying

Bullying in the workplace can result in absenteeism, reduced staff productivity and wastage of experience and skilled staff through resignation. Bullying may also have significant social and health costs for individual staff and can affect women and men at all levels of employment.

Responsibilities

Veritas Training Group staff has a responsibility to ensure that their actions do not negatively affect another staff member's career, health or well-being and are consistent with our Code of Practice and Conduct.

Staff are encouraged to try to resolve issues of workplace bullying at the local level, directly with the person they believe is responsible for bullying. If the issue is not resolved in this way, an employee may lodge a formal complaint in accordance with the Complaints and Appeals Policy and Procedure. This Policy and Procedure is available to all staff.

We encourage all staff to maintain their support to this policy, our Code of Conduct Policy, our EEO in Education and Workplace Practices Policy, Discrimination and Harassment Policy to provide a workplace environment free from bullying as outlined in our Company Code of Practice.

Our commitment to a workplace free from bullying is demonstrated by the display of our policy towards the same.

PO Box 4807 ROBINA TC QLD 4230

Ph: (07) 5525 1644 Fax: (07) 5525 1744

Email: info@veritas.edu.au Website: www.veritas.edu.au ABN: 30 113 349 296