

Policy Guideline - Bullying

Bayside U3A regards the dignity and autonomy of all people as a core value of the organisation. Bullying is an unacceptable behaviour that will not be tolerated in any circumstances by Bayside U3A.

Bayside U3A 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.

Purpose

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

Policy

1. This policy deals with repeated unreasonable behaviour that constitutes bullying.
2. "Unreasonable behaviour" is behaviour that is offensive, humiliating, intimidating, degrading or threatening. It includes, but is not limited to:
 - verbal abuse
 - physical abuse
 - excluding or isolating another person/s
 - humiliation through sarcasm, or belittling someone's opinions
 - constant criticism or insults
 - spreading misinformation or malicious rumours
 - displaying written 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. "Bullying" is *repeated*, unreasonable behaviour directed towards a person or group of persons. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.
4. Bullying can occur between two or more members and/or volunteers.
5. Bullying that directly inflicts physical pain or harm amounts to assault and will not be dealt with under this policy (refer to Point 5 under Procedures)
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.
7. Bayside U3A has a duty of care to provide a safe environment and accepts and acts on its duty of care. Any reported allegations of bullying will be given appropriate consideration by the Committee of Management.

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8. All parties will be treated with respect and in confidence, and where confidentiality cannot be guaranteed, this will be clearly indicated to the complainant.
9. 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.

Procedures

1. The complaint will be handled in accordance with Bayside U3A's *Grievance Procedure in the Bayside U3A Model Rules*.
2. Some forms of severe bullying, for example, physical attack or obscene phone calls, may constitute criminal conduct. While Bayside U3A is committed to treat most complaints about bullying at an organisational level as far as is possible, potentially 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 Bayside U3A to report such matters to Victoria Police on behalf of the complainant.

Responsibilities

1. Bayside U3A's Committee of Management is responsible for developing, implementing, reviewing and publishing this policy.
2. It is the responsibility of Bayside U3A'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 venues without fear of being bullied in any way
 - all reasonable steps are taken to eliminate bullying, and any complaints are treated confidentially.
 - all members and volunteers are made aware of their obligations and responsibilities to foster a U3A environment that is free from bullying via this policy.
 - they foster an environment that discourages bullying, and set an example by their own conduct
 - all complaints are treated promptly, seriously and confidentially
 - Bayside U3A's Secretary is responsible for receiving and responding to enquiries about this policy

Related Policies

Sexual Harassment
Code of Conduct
Anti-Discrimination