

DOB ENTERPRISES PTY LTD

DOB Workplace Bullying Policy  
IMS-537-01-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert
08.06.2021	1	Ellen Crepaz	To add in further information	S Rupert	S Rupert



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Workplace bullying is "the repeated less favourable treatment of a person by another person or persons in the workplace, which a reasonable person would consider unacceptable and inappropriate workplace practice".

In other words, bullying is behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

There are bound to be occasional differences of opinion, conflicts and problems in working relations - these are part of working life. But when the behaviour is unreasonable and offends or harms you, then workplace bullying exists and should not be tolerated.

Our Policy reflects our values and will include that of a first and final warning and possible dismissal will occur when bullying, harassment, intimidation, or campaigning for personal support against another staff member can be proven.

Bullying and harassment specifically includes, but is not limited to:

1. Emails which are considered to be rude, aggressive, disrespectful or intimidating.
2. Telephone calls which are considered to be rude, aggressive, disrespectful or intimidating.
3. Contacting fellow staff members at any time, but particularly after hours to solicit support or campaign for support against another staff member.
4. Deliberate exclusion from communications or withholding information which should be shared with team members.
5. Deliberately discrediting a fellow staff member for personal gain.

The following does not constitute bullying and harassment:

- Performance management - Reasonable management action taken in a reasonable way is not workplace bullying. Managers are responsible for monitoring the quality and timeliness of work and providing staff with feedback on their performance. If performance issues need to be addressed, the conversation needs to be constructive and supportive, and focus on the positives as well as the negatives. It should not be humiliating or demeaning.
- being set reasonable goals/targets,
- transfer for operational reasons,
- not being selected for promotion.



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Workplace bullying is a pattern of abuse of workers or co-workers which can range from the subtle to the more obvious any may include but need not be limited to:

- Yelling; screaming; abuse; offensive language; insults; inappropriate comments about your appearance, personal life or lifestyle, slandering you or your family.
- Belittling opinions or constant criticism.
- Isolating workers from normal work interaction, training and development or career opportunities.
- Creating a feeling of uselessness.
- Undermining work performance; deliberately withholding work-related information or resources, or supplying incorrect information.
- Unexplained job changes, meaningless tasks, tasks beyond your skills, failure to give credit where due.
- Displaying written or pictorial material which degrades or offends.
- Unreasonable "administrative sanctions" e.g. undue delay in processing applications for training. Leave or payment of wages.

Bullying is unacceptable behaviour and can lead to low morale or illness on the part of the recipient or loss of productivity, increased sick leave and Workcover costs.

Workplace bullying can be instigated by, and affect, both females and males at all levels of employment.

This behaviour is unacceptable and in some instances may be in breach of the Workplace Health and Safety Act or the Anti-Discrimination Act. In some instances the behaviour can get out of hand and then becomes a police matter.

People subjected to bullying inevitably suffer from low self-esteem and start to believe that their behaviour/actions have led to the bullying. There may also be cultural constraints that do not allow people to take up their issues, or there may be a sense of powerlessness due to their position in the Organisation.

If you believe you are being bullied, you should contact the Director and request an investigation. If your complaint involves the Director your complaint should be raised with the Fair work Ombudsman or the Australian Human Rights Commission.

Should you not be satisfied with the results of the investigation, you can invoke the Grievance Procedure



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