

Prevention of Workplace Bullying Policy

1. Purpose

The purpose of the Prevention of Workplace Bullying Policy (Policy) is to ensure the creation and maintenance of an environment which is free from workplace bullying. The Policy sets out the minimum requirements and responsibilities of Health Service Providers in order to prevent bullying occurring in the workplace. This Policy reinforces appropriate and ethical standards of workplace behaviour as prescribed in the *Code of Conduct* (Code).

The WA health system has zero tolerance for workplace bullying. Workplace bullying will not be tolerated and will be treated seriously and managed accordingly.

Staff Members must act in accordance with the Code which identifies CORE values of Collaboration, Openness, Respect and Empowerment which are fundamental in the workplace, and defines standards of ethical and professional conduct. The Code states that:

- there is zero tolerance for bullying
- Staff Members must not bully or harass, or induce colleagues to bully or harass each other, patients, clients or members of the public.

This Policy is a mandatory requirement under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

This Policy supersedes *Operational Directive: 0437/13 WA Health Preventing and Responding to Workplace Bullying Policy*.

2. Applicability

This Policy is applicable to all Health Service Providers and Staff Members.

3. Policy requirements

The Policy requires that Health Service Providers and Staff Members actively prevent bullying in the workplace.

Health Service providers must develop internal processes to manage and monitor compliance with this Policy.

3.1 Responsibilities of Health Service Providers

Health Service Providers are responsible for:

- managers and supervisors setting appropriate and ethical standards of behaviour

- ensuring all Staff Members are aware of the existence and contents of this and other related policies
- providing Staff Members with appropriate information and/or training, and advising Staff Members that bullying of any type will not be tolerated
- monitoring the work environment to ensure that bullying behaviour is identified and promptly addressed
- ensuring that any Staff Member involved in submitting an allegation of bullying pursuant to this Policy is not subjected to any act of victimisation or reprisal.

Health Service Providers must ensure compliance with specific obligations set out in the *Occupational Safety and Health Act 1984* (OSH Act) to ensure a safe working environment and to take action on allegations of bullying as required. Preventing bullying from occurring, and dealing with it when it does occur, is the responsibility of the relevant manager within the Health Service Provider.

3.2 Responsibilities of Staff Members

All Staff Members must:

- contribute to a zero tolerance approach to bullying workplace culture
- comply with standards of appropriate and ethical behaviour described by the Code, *Public Sector Management Act 1994*, *Commissioner's Instruction No. 7 – Code of Ethics*, *OSH Act* and other related policies
- refrain from behaviours that may constitute workplace bullying
- carefully consider their own behaviour and its potential impact on others
- not tolerate unacceptable behaviour by others
- seek to report and/or resolve concerns of workplace bullying through either informal or formal processes.

All Staff Members must support and comply with behavioural standards set out in the Code and the *Commissioner's Instruction No. 7 – Code of Ethics*. Under the OSH Act, Staff Members must take reasonable care for their own safety and health at work and avoid adversely affecting the safety or health of any person in the workplace through any act or omission.

Consistent with the OSH Act, Staff Members must follow their employing Health Service Providers' policies and guidelines, cooperate on work-related safety and health matters and report any work-related injuries or anything that they consider to be a hazard in their workplace, which could include bullying.

3.3 Advice and Support

Managers seeking advice and support should contact the local Human Resources unit.

Employees seeking advice and support are encouraged to access the Employee Assistance Program (EAP). Details regarding and Employee's relevant EAP can be obtained from their line Manager and/or local Human Resources unit.

3.4 Resolution of Workplace Bullying

Reporting and resolution of workplace bullying matters must be managed and processed in accordance with the Code. If a Staff Member suspects a breach of the Code has

occurred, they must refer to the section on Reporting Suspected Breaches of the Code in the Code and follow the process as detailed. If a grievance is lodged, the Grievance Resolution process must comply with the *Grievance Resolution Policy* and *Commissioner's Instruction No. 7 – Code of Ethics* and the Code.

4. Compliance monitoring

Health Service Providers are responsible for complying with this Policy.

The function of the System Manager is to undertake assurance activities in relation to Health Service Providers in accordance with the *Health Services Act 2016*.

The System Manager may conduct audits into Health Service Provider compliance with the Policy, and to monitor and evaluate the effectiveness of the Policy.

The System Manager will monitor Health Service Provider compliance and performance with this policy via audit and/or review. Audits and/or reviews of Health Service Provider compliance may include review of Governance Committee records.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- N/A

6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- WA Public Sector Commission, [Prevention of workplace bullying in the WA public sector: A guide for agencies \(2013\)](#).
- Government of Western Australia, Department of Mines, Industry Regulation and Safety, [Code of practice Violence, aggression and bullying at work \(2010\)](#)

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Bullying	Means unsolicited or unwelcome repeated, unreasonable or inappropriate behaviour directed towards a worker or group of workers, that creates a risk to health and safety.
Employee	As stated in the <i>Health Services Act 2016 (WA)</i> , means a person employed in a health service provider and includes: (a) the chief executive of the health service provider; (b) a health executive employed in the health service provider; (c) a person employed in the health service provider under section 140; (d) a person seconded to the health service provider under section 136 or 142.

Staff Member	As stated in the <i>Health Services Act 2016 (WA)</i> , a Staff Member of a health service provider, means – (a) An employee within a health service provider; (b) A person engaged under a contract for services by the health service provider.
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8. Policy contact

Enquiries relating to this Policy may be directed to:

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9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment (s)
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10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	7 August 2019

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