



## Bullying Policy

### Purpose

1. The Board of Massé (**Board**) is committed to ensuring a healthy and safe place of work and recognises that bullying has the potential for:
  - (a) Serious consequences, including for an individual to experience health problems, loss of self-esteem and/or performance.
  - (b) Divisions in the workplace and a hostile working environment.

### Applies to

2. All Massé staff, Board members, and club members.

### Definitions

3. Bullying is defined as unreasonable and repeated behaviour directed towards a person or group that could lead to physical or psychological harm:
  - (a) Repeated behaviour is persistent and can include a range of actions.
  - (b) Unreasonable behaviour covers actions and conduct which a reasonable person wouldn't do in similar circumstances (i.e., victimising, humiliating, intimidating, or threatening a person).
  - (c) A single incident of unreasonable behaviour is not generally considered bullying. However, the incident could escalate if ignored.
  - (d) Managing performance, providing constructive feedback, and/or setting high standards is not bullying.

### Policy

4. Everyone has a role to play in managing the risks associated with bullying and contributing to an environment which is healthy and safe.
5. The Board endeavours to do the following to minimise and respond to bullying including but not limited to:
  - (a) Endeavour to look for ways to create a positive and healthy environment that people feel is fair, rewarding and positively challenging.
  - (b) Encouraging positive leadership styles and investing in people to achieve this.
  - (c) Training key staff to receive concerns and/or reports and give support and/or advice.
  - (d) Directing attention towards behaviour, rather than people, and aiming to promote harmonious relationships across the organisation.

- (e) Providing those who believe they've been bullied with a range of options to resolve the issue.
  - (f) Promoting low-key solutions before formal actions, where appropriate.
  - (g) Aiming to repair relationships and promote positive work values.
  - (h) Discussing bullying, in both formal and informal settings.
  - (i) Ensuring processes and systems are fit for purpose and regularly reviewed.
6. People covered by this policy agree to:
- (a) Raise concerns with the appropriate person if they see any bullying behaviours.
  - (b) Try informal solutions where possible.
  - (c) Follow the Board's Complaint Policy.
  - (d) Keep an eye out for other people, providing support when seeing someone being bullied or experiencing reprisals.
  - (e) Accept that perceptions of bullying may need to be negotiated.
7. The Board agrees to:
- (a) Ensure people have clarity on what their roles entail.
  - (b) Intervene early to call out and deal with any unreasonable behaviour before it escalates.
  - (c) Record and investigate complaints fairly.
  - (d) Look for informal solutions before escalating.
  - (e) Treat all matters seriously and investigate promptly and impartially.
  - (f) Ensure neither the person who complained nor the alleged bully are victimised.
  - (g) Support all parties involved.
  - (h) Find appropriate remedies and consequences for confirmed bullying as well as false reports.
  - (i) Communicate the process and its outcome.
  - (j) Ensure confidentiality.
  - (k) Follow the principles of natural justice.
  - (l) Keep good documentation.
  - (m) Have specialist external advisors available to help.



Dene O'Kane

**Board Chairperson**

April 2024