

ANTI-BULLYING POLICY

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1 Introduction

The National Trust of South Australia's policy is that all people should work in a workplace free from bullying.

The National Trust of South Australia understands that bullying is a threat to the health and wellbeing of its staff, volunteers, visitors and customers.

The National Trust of South Australia is committed to eliminating, so far as is reasonably practicable, all forms of bullying by maintaining a culture of openness, support, and accountability.

2 Purpose

The purpose of this policy is to communicate that the National Trust of South Australia does not tolerate any form of bullying and to set out the process to be followed should any instances of bullying be reported.

3 Policy

3.1 Definitions

"bullying" is repeated, and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety.

It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

"repeated behaviour"

Refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

“responsible person”

Refers to a worker’s immediate supervisor or manager, their Branch Chair or the Chief Executive Officer of the Trust, or any other manager with whom a worker feels comfortable.

“unreasonable behaviour”

Is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

“workforce” refers to persons who undertake work for the National Trust of South Australia whether they are employees, contractors, volunteers, members of its Council or members of Committees of its Council.

“workplace” refers to any place in Australia where persons who are members of the workforce are working for the National Trust of South Australia.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- Abusive, insulting or offensive language or comments
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Withholding information that is vital for effective work performance
- Setting unreasonable timelines or constantly changing deadlines
- Setting tasks that are unreasonably below or beyond a person’s skill level
- Denying access to information, supervision, consultation or resources to the detriment of the worker
- Spreading misinformation or malicious rumours
- Changing work arrangement (such as rosters and leave) to deliberately inconvenience a particular worker or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels.

Workplace bullying can occur between workers (sideways), from managers to workers (downwards), or workers to supervisors/managers (upwards).

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances.

Examples of reasonable management action include but are not limited to:

- Setting reasonable performance goals, standards and deadlines
- Deciding not to select a worker for promotion where a reasonable process is followed
- Informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- Taking disciplinary action, including suspension or terminating employment or suspending or terminating the right to volunteer.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).

3.2 Policy Assurance

The National Trust of South Australia has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that employees, volunteers and other people are not exposed to health and safety risks, therefore

- 3.2.1 The National Trust of South Australia accepts and acts on its duty of care.
- 3.2.2 Any reported allegations of workplace bullying will be promptly, thoroughly and fairly investigated.
- 3.2.3 Bullying complaints will be handled in a confidential and procedurally fair manner.
- 3.2.4 All parties will be treated with respect, ***and***
- 3.2.5 The person against whom the allegation is made has the right to natural justice (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).

4 References

Anti-Bullying Procedure ***Policy_2024_052-Section B***