

YARRAWONGA MULWALA GOLF CLUB RESORT

Name of Policy: Bullying & Harassment Policy

STATEMENT: Yarrowonga Mulwala Golf Club Resort is committed to providing a healthy and safe environment for all Board of Directors, Operational Staff and Volunteers free from bullying and harassment.

DEFINITION: Generally, bullying is regarded as repeated unreasonable behaviour directed towards a staff member, volunteer worker or group of workers that creates a risk to health and safety, whether it is direct or indirect or intended or not.

POLICY:

YMGCR aims to prevent bullying becoming a health and safety risk of direct and indirect bullying including:

- abusive, insulting or offensive language (direct);
- spreading misinformation or malicious rumours (direct);
- displaying offensive material (direct);
- unreasonably overloading a person with work or not providing enough information (indirect);
- setting tasks that are difficult to achieve or constantly changing deadlines (indirect); and
- withholding information that is vital for effective performance (indirect).

The Executive Committee will monitor compliance with this Policy.

PROCEDURE

1. Encourage and support anyone who believes they are being either harassed or bullied to inform the Executive Committee, CEO or HR Officer of the behaviour that they believe is offensive and unacceptable;
2. Treat any reports of harassment or bullying seriously, confidentially and sympathetically;
3. Ensure any report of bullying or harassment is investigated thoroughly and confidentially and that the Complaints procedure is followed;

4. Disciplinary action will be taken against anyone found to be engaging in either harassment or bullying. The Discipline procedure will be followed.

RELATED LEGISLATION;

Work Health and Safety Act 2011 (NSW)
1 January 2012

Section 19

RELATED DOCUMENTS:

RELATED POLICIES:

Complaints Policy

Equal Opportunity Policy

Discipline Policy

1

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1