

PADUA COLLEGE LIMITED
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Policy Title	Version Number	Date Issued
Workplace Harassment Prevention Policy	1.0	May 2005
		Reviewed April 2010

Position on Workplace Harassment

Padua College is a community in which the Gospel values of joy, courtesy, peace and humility are fostered.

It is expected of all members of the Paduan community, staff and students that they will be respectful in their dealings with one another.

Harassment in any form, (including sexual harassment) is inconsistent with the Gospel values the Paduan community lives by. (Complaints of sexual harassment are dealt with in another policy; namely the 'Anti-Discrimination, Sexual Harassment and Bullying Policy'.)

Padua College is committed to ensuring a healthy and safe workplace that is free from workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Definition of Workplace Harassment

- (1) A person is subjected to workplace harassment if the person is subjected to repeated behaviour, (other than behaviour amounting to sexual harassment) by a person, including the person's employer or a co-worker or group of co-workers of the person that -
 - (a) is unwelcome and unsolicited; and
 - (b) the person considers to be offensive, intimidating, humiliating or threatening; and
 - (c) a reasonable person would consider to be offensive, humiliating, intimidating or threatening.
- (2) Workplace harassment does not include reasonable management action taken in a reasonable way by the person's employer in connection with the person's employment.

Detailed below are examples of behaviours that may be regarded as workplace harassment, if the behaviour is repeated or occurs as part of a pattern of behaviour. The following is not an exhaustive list: however it does outline some of the more common types of harassing behaviours. Examples include:

- abusing a person loudly, usually when others are present;
- repeated threats of dismissal or other severe punishment for no reason;
- constant ridicule and 'being put down';

- leaving offensive messages on email or the telephone;
- sabotaging a person's work; for example, by deliberately withholding or supplying incorrect information;
- hiding documents or equipment;
- not passing on messages and getting a person into trouble in other ways;
- maliciously excluding, and isolating a person from workplace activities;
- persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters; humiliating a person through gestures, sarcasm, criticism and insults, often in front of a supervisor, other workers, students or parents;
- spreading gossip or false, malicious rumours about a person with an intent to cause the person harm.

Effects of Workplace Harassment on People and the College

Workplace harassment has detrimental effects on people and the College. It can create an unsafe working environment, result in a loss of trained and talented workers, the breakdown of teams and individual relationships, and reduced efficiency. People who are harassed can become distressed, anxious, withdrawn, depressed and can lose self-esteem and self-confidence.

Strategies to Eliminate Workplace Harassment

Padua College will take the following actions to prevent and control exposure to the risk of workplace harassment:

- provide all employees with workplace harassment awareness training;
- reinforce a code of conduct for employees to follow; namely 'Integrity in Relationships', and the 'Statement of Principles for Employment at Padua College' contained in the Padua 'Student Protection Policy and Procedures';
- apply the complaint handling system outlined in the 'Complaints Against Employees Policy' and the 'Procedures for Dealing with Complaints Against Employees', which informs all employees on how to make a complaint, the support systems available, options for resolving grievances and the appeals process;
- review the workplace harassment prevention policy, complaint handling system and training.

Responsibilities of Employees

Padua College requires all employees to behave responsibly by complying with this policy, not to tolerate unacceptable behaviour, to maintain privacy during investigations and to report immediately incidents of workplace harassment to the Padua College Workplace Health and Safety Officer or the Rector.

Members of the College Leadership Team must also ensure that employees are not exposed to workplace harassment. The College leadership are required to personally demonstrate appropriate behaviour, promote the workplace harassment prevention policy, treat complaints seriously and ensure that where a person lodges or is a witness to a complaint, this person is not victimised.

Where Employees Can Go for Assistance

An employee who is being harassed can contact the Padua College Workplace Health and Safety Officer or the Rector for information and assistance in the management and resolution of a workplace harassment complaint.

Commitment to Promptly Investigate Complaints

The Padua College 'Procedures for Dealing with Complaints Against Employees' has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing workplace harassment complaints.

Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or who is a witness to workplace harassment will not be victimised.

Consequences of Breach of Policy

Disciplinary action will be taken against a person who harasses an employee or who victimises a person who has made or is a witness to a complaint. Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action. Malicious, frivolous or vexatious complaints include complaints which are deliberately harmful, spiteful, trivial or unworthy of serious attention or resources.

Review of Policy

This policy and the actions outlined above will be reviewed as required. If necessary, further changes and actions may be introduced to ensure that workplace harassment is prevented and controlled.