

2XX Bullying and Harassment Policy

2XX's volunteers, employees and board are committed to providing everyone in 2XX with a healthy and safe environment that is free from bullying. We do this by agreeing that bullying is repeated unreasonable behavior directed towards members of 2XX or group within 2XX, that creates a risk to health and safety.

Examples of Bullying include:

- verbal abuse and yelling
- humiliating someone through sarcasm, criticism or insults
- constant criticism
- exclusion of a person from workplace activities
- giving someone the majority of unpleasant tasks

The volunteers, employees and board of 2XX should behave in a considerate manner and treat each other with dignity and respect when they are at 2XX. ***People who experience bullying are encouraged to report it.*** Reports of bullying will be investigated promptly and treated seriously, confidentially and impartially.

If someone feels they are being bullied, they can:

- Directly approach the the person responsible for the inappropriate behavior to discuss the matter. They may approach the person in the presence of of someone they trust (i.e. a friend, staff member, board member or another volunteer).
- Ask the station manager or a board member to speak to the alleged bully on their behalf. This person will adopt a confidential, non-confrontational approach with a view to resolving the issue.
- Seek the assistance of an impartial third party mediate or facilitate a face to face discussion. This must be at the agreement of both parties.

If informal procedures cannot not resolve the issue or it is too serious, someone who feels they are being bullied can ask the station manager to investigate the issue. In some cases, the board can be asked to provide an external investigator. Both parties will be asked to present their case in writing and the investigator may interview the complainant, alleged bully and/or any witnesses. The complainant and/or alleged bully may nominate someone else to represent them. The investigator will aim to reach a outcome within one month, record the result in writing and notify each party of the outcome separately. The investigator may seek assistance from members of the board.

Possible outcomes of an investigation may include:

- A written formal apology and a commitment to ceasing the behavior
- A formal warning
- Counselling

- Change of working arrangements for affected staff or volunteers
- Suspension from the station; for a period of time or in extreme cases indefinitely
- Not substantiated (in which case we will do what we can to accommodate both parties)

We all have a responsibility to ensure that bullying is not allowed to occur, and that the station manager and board have a responsibility to ensure that this bullying policy is adhered to. In case of bullying, you can contact the Volunteer Coordinator, Station Manager or a member of the board.

This policy was developed using ACT WorkCover guidelines (July 2004) and has been endorsed by the station manager, 2XX board, volunteer coordinator and a volunteer meeting.