



POLICY ON THE PREVENTION OF BULLYING AND OCCUPATIONAL VIOLENCE AT MONASH

June 2004

Monash University is committed to providing employees, students, contractors and visitors with a healthy and safe environment for work and study that is free from behaviours, practices and processes that may constitute bullying or occupational violence.

Monash University recognises that employees, students, contractors and visitors working or studying at the university are entitled to be treated with dignity and respect.

Bullying or occupational violence is unacceptable and will not be tolerated at Monash.

Bullying is repeated unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety. Bullying may cause the loss of trained and talented employees or students, reduce productivity and morale, cause emotional stress and create legal risks.

Bullying is repeated unreasonable behaviour such as:

- verbal abuse
- humiliation of another person through sarcasm, criticism or insults
- excluding or isolating a person
- psychological/emotional harassment
- intimidation
- assigning meaningless tasks unrelated to the job or area of study
- giving employees unreasonable or unachievable assignments
- deliberately changing work rosters or unreasonably maintaining work rosters to inconvenience particular employees
- deliberately withholding information that is required for effective work performance unless there are reasonable grounds for doing so

Occupational violence is any incident where a person is threatened or physically attacked whilst at Monash. The perpetrator can be a co-worker, a client or a person known to the organisation, employee or student, or a stranger.

Occupational violence can include:

- striking, kicking, scratching, biting, spitting or any other types of direct contact
- throwing objects
- attacking with knives, guns or other weapons
- pushing, shoving, tripping, grabbing
- any form of indecent physical assault
- or the threat of any of the above

Monash University has procedures in place to manage bullying and incidents of occupational violence. These procedures will incorporate the principles of natural justice.

Monash University encourages all staff, students, contractors or visitors who experience bullying or occupational violence to raise this with either their supervisor or other university support services¹.

When bullying or occupational violence is reported it will be seen as a serious matter and will be investigated in a fair, impartial and timely manner. Supervisors must ensure that employees or students who raise issues of bullying or occupational violence are not victimised and receive appropriate support.

Appropriate disciplinary action will be taken against anyone who is found to have bullied or been violent towards a co-worker, staff, student, visitor or contractor.

Monash University recognises that bullying can take place wherever people work together and can be difficult to detect. However, the university will implement a prevention program which will include the following measures:

- creating awareness of the policy and procedures
- informing, instructing and training for supervisors, safety officers, health and safety representatives and discrimination and harassment grievance advisers
- identifying risk factors
- controlling the risks
- encouraging reporting
- fair and timely procedures for managing incidents of bullying and occupational violence

Occupational Health Safety and Environment will be responsible for monitoring the effectiveness of the prevention program and report to the Occupational Health Safety and Environment Policy Committee on a periodical basis.

PROFESSOR RICHARD LARKINS
Vice-Chancellor and President

June 2004

¹ Refer to "**Procedures for Managing Incidents of Bullying and Occupational Violence in the Workplace**" Section 8.