

## **NO BULLYING POLICY**

Workplace bullying does not have a place at Powerhouse. It is a common stress hazard and can lead to health and safety issues and employer liability.

Bullying is not tolerated amongst workers and their clients and other people at the worksite, within the Powerhouse organisation, and Supervisors business unit. Bullying is not tolerated where a client or their representative bullies a Powerhouse worker.

Workplace bullying is any repeated, unreasonable behaviour directed towards one or more workers that creates a risk to health and safety.

Unreasonable behaviour is behaviour that a reasonable person, having regard for the circumstances, would see as victimising, humiliating, undermining, or threatening.

Examples of bullying are: abusive or insulting or offensive language; spreading misinformation or malicious rumours; behaviour or language that frightens or humiliates or degrades; displaying offensive material; interfering with a person's personal property or work equipment; unreasonably overloading a person with work; setting unrealistic timelines; deliberately denying access to information vital for effective work performance, and; unfair treatment in relation to accessing workplace entitlements such as leave or training.

Bullying is prevented and managed by:

- Communicating this policy to workers and monitoring its effectiveness;
- Training workers in the QWHSE Manual applicable to the worker's role;
- Reporting the incident on the Incident Report form, and investigating it according to the Incident procedure in the QWHSE Manual;
- Seeking further discussion and resolution if the victim finds necessary by applying the Issue Resolution procedure in the QWHSE Manual;
- Communicating developments in bullying management according to the Communicating procedure in the QWHSE Manual;
- Reporting on effectiveness via the QWHSE Performance procedure in the QWHSE Manual;
- Management planning and taking further preventive or corrective action according to the Management Review Procedure 14.



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