BULLYING POLICY AND PROCEDURES

2MNO MONARO COMMUNITY RADIO INC.

PART A. BULLYING POLICY

1. INTRODUCTION

Monaro Community Radio Inc. believes that all people should be able to participate in an environment free from bullying.

Monaro Community Radio Inc. recognises that bullying poses a threat to the health and wellbeing of its volunteers, members, supporters and sponsors.

Accordingly, Monaro Community Radio Inc. is committed to eliminating, so far as is reasonably practicable, all forms of bullying by maintaining a culture of openness, support and accountability.

2. PURPOSE

The purpose of this policy is to communicate that Monaro Community Radio Inc. does not tolerate any form of bullying and to outline the procedures to be followed should any written allegations of bullying be reported to the Senior Executive.

3. DEFINITIONS

Bullying is repeated and unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety. It includes behaviour that could reasonably be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable behaviour is behaviour that a reasonable person, having considered the circumstances, would regard as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour that may constitute bullying, whether intentional or unintentional, where it is repeated, unreasonable and creates a risk to health and safety, include but are not limited to:

- Abusive, insulting or offensive language or comments.
- Unjustified criticism or complaints.
- Deliberately excluding someone from station activities.
- Withholding information that is vital for effective performance as a presenter.
- Setting unreasonable timelines or constantly changing deadlines.
- Assigning tasks that are unreasonably below or beyond a person's skill level.
- Denying access to information, supervision, consultation or resources to the detriment of a presenter or member.
- Spreading misinformation or malicious rumours.
- Changing agreed arrangements, such as rosters or leave, to deliberately inconvenience a member or group of members.

Bullying can occur through various forms of communication, including email, text messages and social media.

Bullying can occur between members (sideways), from supervisors to presenters (downwards), or from presenters to supervisors (upwards).

3.1 REASONABLE MANAGEMENT ACTION

Reasonable management action is not considered bullying if it is carried out lawfully and in a reasonable manner.

Examples include:

- Setting reasonable goals, standards and deadlines.
- Informing a member or presenter about unsatisfactory performance in an honest, fair and constructive manner.
- Taking disciplinary action, including suspension or termination of membership.

Differences of opinion and disagreements are generally not considered bullying.

Bullying that directly inflicts physical harm or may constitute an assault should be dealt with as a police matter, as outlined in the procedures below.

4. POLICY STATEMENT

Monaro Community Radio Inc. has a duty of care to provide a safe environment and to ensure, so far as is reasonably practicable, that members and visitors are not exposed to health and safety risks.

Monaro Community Radio Inc. accepts and acts upon its duty of care. Any written allegations of bullying that are reported will be promptly, thoroughly and fairly investigated.

Written complaints of bullying will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed, this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom an allegation is made has the right to natural justice, including:

- The right to know what is alleged against them.
- The right to respond to the allegations.
- The right to have any decision made by an impartial decision-maker.

5. AUTHORISATION

This policy is subject to the authorisation and approval requirements of Monaro Community Radio Inc.

Approval authority: To be confirmed
Original approval date: To be confirmed

PART B. PROCEDURES ON BULLYING

6. RESPONSIBILITIES

It is the obligation and responsibility of every person to help ensure that the station environment is free from bullying.

Every volunteer has a responsibility to ensure that bullying does not occur within the station environment.

6.1 RESPONSIBILITIES OF MEMBERS

All members have:

- The right to perform their duties in a safe and healthy environment and to be treated with dignity and respect.
- The right to make a complaint regarding bullying behaviour.
- A responsibility to take reasonable care for their own health and safety.
- A responsibility not to promote or engage in bullying, and to take reasonable care that their actions or omissions do not adversely affect the health and safety of others.
- A responsibility to cooperate with and comply with this policy and any other relevant policy.

6.2 RESPONSIBILITIES OF SUPERVISORS

It is the responsibility of all supervisors to ensure that:

1. They understand and are committed to the right of all members to present their programs and perform related duties without fear of bullying.
2. All reasonable steps are taken to eliminate bullying, so far as is reasonably practicable.
3. All applicable occupational health and safety legislation is observed.
4. Volunteers are educated and made aware of their obligations and responsibilities in maintaining an environment free from bullying.
5. They provide an environment that discourages bullying and set an example through their own behaviour.
6. All complaints are treated seriously and confidentially.
7. They remain aware, as far as practicable, of whether bullying is occurring, even where complaints have not been received. Possible indicators may include:
    a. Sudden increases in absenteeism.
    b. Behavioural changes, including signs of distress or depression.
8. Immediate and appropriate action is taken if they become aware of bullying or offensive behaviour.
9. Any written allegations of workplace bullying are promptly, thoroughly and fairly investigated.
10. Guidance and education are provided, where requested or appropriate, in relation to bullying matters and subsequent decisions.
11. Ongoing support and guidance are provided to volunteers in relation to the prevention of bullying.
12. This policy is displayed on the station's website and remains readily accessible to all volunteers and the wider community.

7. COMPLAINTS PROCEDURES

7.1 INITIAL RESOLUTION

If a volunteer feels comfortable doing so, it is preferable to raise the issue directly with the person concerned, with a view to resolving the matter through discussion.

The volunteer should identify the offensive behaviour, explain that it is unwelcome and offensive, and ask that it stop.

If the behaviour continues, or if the volunteer feels unable to approach the person directly, they should contact a supervisor or Senior Executive member with whom they feel comfortable.

The selected person will provide support, establish the nature of the complaint and, where appropriate, refer the matter to senior management.

7.2 INFORMAL INTERVENTION

The Senior Executive member will explain the volunteer's rights and responsibilities under the relevant policy and procedures.

Informal intervention may be undertaken through mediation or conciliation.

During informal intervention, the person against whom the complaint has been made will be informed of the allegations and given the opportunity to respond.

Intervention at this stage should adopt a confidential, non-confrontational approach aimed at resolving the issue.

This procedure will be considered complete when:

- The person against whom the complaint has been made respects the individual's request to cease the unwanted behaviour; or
- The complainant accepts that the behaviour is not properly described as bullying.

If neither outcome is achieved, the organisation's formal complaints procedure should be followed.

7.3 FORMAL COMPLAINTS PROCEDURE

The formal complaints procedure involves an investigation into the complaint.

Formal investigations may be conducted internally by a member of the Senior Executive or by the Executive as a whole.

An investigation involves collecting information about the complaint and making a finding, based on the available evidence, as to whether the alleged behaviour occurred.

Once a finding has been made, the investigator will make recommendations about resolving the complaint.

The investigator may need to interview the parties involved, including the complainant, the respondent and any witnesses, to obtain relevant information.

The investigator will comprehensively and accurately document information obtained during interviews, including:

- The parties involved.

- The timing of the alleged behaviour.
- The location of the alleged behaviour.
- The nature of the conduct complained about.

If the investigator considers it appropriate for the safe and efficient conduct of the investigation, volunteers may be stood down from presenting while the investigation is carried out.

Throughout the investigation process, all parties involved will be kept regularly informed about its progress.

The findings as to whether bullying has occurred will be determined on the balance of probabilities, based on the available evidence.

7.4 POSSIBLE OUTCOMES

Depending on the findings, outcomes may include, but are not limited to, any combination of the following:

- Counselling.
- Disciplinary action, up to and including termination of membership of Monaro Community Radio Inc.
- An official warning.
- A formal apology and/or an undertaking that the behaviour will cease.
- Mediation, where the parties agree to a mutually acceptable resolution.

On completion of the investigation, all parties will be informed of the investigation findings and outcome.

Following an investigation into a bullying complaint, irrespective of the findings, the Senior Executive will:

- Consult with the parties involved to monitor the situation and their wellbeing.
- Educate and remind volunteers of their obligations and responsibilities in maintaining an environment free from bullying.

8. PROCEDURES FOR DEALING WITH CRIMINAL CONDUCT

Some forms of severe behaviour, such as physical attacks or obscene telephone calls, may constitute criminal conduct.

While Monaro Community Radio Inc. is committed to addressing most bullying complaints at an organisational level wherever possible, conduct of this nature is not suited to internal resolution and should be dealt with through the criminal justice system.

Volunteers should be advised of the option of seeking police support or intervention.

The existing policy states that it is not the obligation or duty of the organisation to report such matters to police on behalf of the complainant.

9. APPEALS

Monaro Community Radio Inc. acknowledges the right of any volunteer to appeal a decision made by the Senior Executive concerning a bullying complaint.

Appeals must be made in writing.

A written application to appeal the outcome of a bullying complaint must be submitted to the Senior Executive within **14 days** of the decision being handed down.

10. AUTHORISATION AND AVAILABILITY

Approval authority: To be confirmed
Original approval date: To be confirmed

This policy and its associated procedures are intended to remain publicly available through the 2MNO Monaro FM website.