



Department of  
**Education**

# **Bullying in the Workplace Policy**

Effective date: 16 October 2018

Version: 3.2

Last update date: 13 January 2021

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## 1. Policy statement

The Department of Education is committed to providing all employees with a work environment that is safe, equitable and free of discrimination and harassment. This includes the prevention and effective management of bullying behaviour in the workplace.

## 2. Policy rules

Employees must demonstrate professional and ethical behaviour and comply with the Bullying in the Workplace Procedures

## 3. Responsibility for Implementation and Compliance

Principals and line managers are responsible for implementing the policy.

Directors of Education, Executive Directors and Directors are responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees

### Guidance

This policy applies to all worksites, including examination centres, off-site and after-hours work-related activities such as training courses, conferences, telephone calls, emails, social media and social functions.

## 5. Supporting Procedures

Bullying in the Workplace Procedures

## 6. Definitions

### Workplace bullying

Bullying is repeated unreasonable or inappropriate behaviour directed towards an employee, or group of employees, that creates a risk to health and safety.

## 7. Related documents

### Relevant legislation or authority

[Commissioner's Instruction No. 7: Code of Ethics](#)

[Corruption and Crime Commission Act 2003 \(WA\)](#)

[Equal Opportunity Act 1984 \(WA\)](#)

[Freedom of Information Act 1992 \(WA\)](#)

[Industrial Relations Act 1979 \(WA\)](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Occupational Safety and Health Regulations 1996 \(WA\)](#)

[Public Interest Disclosure Act 1986 \(WA\)](#)

[Public Sector Management Act 1994 \(WA\)](#)

[Public Sector Standards in Human Resource Management](#)

### Related Department documents

[Employee Performance](#)

[Equal Opportunity, Discrimination and Harassment](#)

[Occupational Safety and Health](#)

[Staff Conduct and Discipline](#)

[Staff Induction](#)

[Telecommunications Use](#)

[Visitors and Intruders on School Premises](#)

## **Other documents**

[Code of Conduct and Standards \(staff only\)](#)

[Code of Practice: Occupational Safety and Health in the Western Australian Public Sector](#)

[Code of Practice: Violence, Aggression and Bullying at Work](#)

[Dealing with bullying at work – A guide for workers](#)

[Grievance Framework](#)

[Keeping our Workplace Safe \(staff only\)](#)

[Managing workplace behaviour – A guide for agencies, Public Sector Commission](#)

[Prevention of workplace bullying in the WA public sector – A guide for Agencies, Public Sector Commission](#)

[Strategic directions for public schools 2020-2024](#)

[Substantive Equality Guidelines](#)

[Work safety notices – Improvement and prohibition notices](#)

## 8. Contact information

**Policy manager:**

Director, Workforce Policy and Coordination

**Policy contact officer:**

Manager, Workforce Policy

T: 9264 5081

**Other:**

Standards and Integrity

T: 1800 655 985

## 9. History of changes

<b>Effective date</b>	8 February 2013
<b>Last update date</b> <b>Policy version no.</b>	1.6
<b>Notes</b>	Changes to policy resulting from publication of Grievance Framework guideline. Changes approved by Corporate Executive 16 November 2012. D12/0812988
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<b>Effective date</b>	8 February 2013
<b>Last update date</b>	11 July 2013
<b>Policy version no.</b>	1.6
<b>Notes</b>	Amendments of references to documents as per D13/0222254.

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<b>Effective date</b>	8 February 2013
<b>Last update date</b>	18 December 2014
<b>Policy version no.</b>	1.7
<b>Notes</b>	Contact details updated D14/0555685.
<b>Effective date</b>	10 March 2015
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Major review. Policy endorsed for publishing by Director General at Corporate Executive on 1 December 2014.
<b>Effective date</b>	10 March 2015
<b>Last update date</b>	9 March 2017
<b>Policy version no.</b>	2.1
<b>Notes</b>	Minor changes to replace references to Substantive Equality Policy with Substantive Equality Guidelines and updated links D17/0104478.
<b>Effective date</b>	16 October 2018
<b>Last update date</b> <b>Policy version no.</b>	3.0
<b>Notes</b>	Major review of Workplace Bullying Policy and Procedures, renamed Bullying in the Workplace. Endorsed by the Director General at Corporate Executive on 19 September 2018.
<b>Effective date</b>	16 October 2018
<b>Last update date</b>	22 April 2020
<b>Policy version no.</b>	3.1

<b>Notes</b>	Minor changes to update links, related documents and include additional guidance information. D20/0201954
<b>Effective date</b>	16 October 2018
<b>Last update date</b>	13 January 2021
<b>Policy version no.</b>	3.2
<b>Notes</b>	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.

## 10. More information

### Supporting content

#### Procedure

[Bullying in the Workplace Procedures](#)

### Policy review date

16 October 2021

### Policy last updated

13 January 2021