



Department of
Education

Bullying in the Workplace Policy

Effective date: 16 October 2018

Version: 3.2

Accurate at the time of printing 29/07/2021.

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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

Effective date	8 February 2013
Last update date Policy version no.	1.6
Notes	Changes to policy resulting from publication of Grievance Framework guideline. Changes approved by Corporate Executive 16 November 2012. D12/0812988
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Effective date	8 February 2013
Last update date	11 July 2013
Policy version no.	1.6
Notes	Amendments of references to documents as per D13/0222254.
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Effective date	8 February 2013
Last update date	18 December 2014
Policy version no.	1.7
Notes	Contact details updated D14/0555685.

Effective date	10 March 2015
Last update date Policy version no.	2.0
Notes	Major review. Policy endorsed for publishing by Director General at Corporate Executive on 1 December 2014.

Effective date	10 March 2015
Last update date	9 March 2017
Policy version no.	2.1
Notes	Minor changes to replace references to Substantive Equality Policy with Substantive Equality Guidelines and updated links D17/0104478.

Effective date	16 October 2018
Last update date Policy version no.	3.0
Notes	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.

Effective date	16 October 2018
Last update date	22 April 2020
Policy version no.	3.1
Notes	Minor changes to update links, related documents and include additional guidance information. D20/0201954

Effective date	16 October 2018
Last update date	13 January 2021
Policy version no.	3.2
Notes	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
