
CONSTRUCTION TRAINING INTERNATIONAL P/L

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ACCEPTABLE BEHAVIOUR POLICY & PROCEDURE

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

Repeated, unreasonable behaviour directed towards or from an student, employer or staff member, that creates a risk to health and safety and mental health is defined as bullying.

Bullying may be either direct or indirect and can be carried out verbally, physically or in writing (e.g. via email, social media, instant messaging and text messaging). In some cases, bullying behaviours may amount to a criminal offence in Victoria

Some examples of behaviour that may amount to bullying include:

- Abusive, aggressive or intimidating conduct
- Making belittling or humiliating comments
- Spreading malicious rumours or misinformation
- Teasing or practical jokes
- Deliberately excluding someone from work-related activities or events
- Unreasonable work expectations, including providing excessive or insufficient workload or setting work below or beyond a worker's skill level
- Withholding or denying access to information or resources necessary to perform work functions
- Displaying offensive material
- Pressure to behave in an inappropriate manner

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The workplace extends beyond the physical boundaries of the workplace, extends beyond the set times of work, includes interaction with other organisations and the public, where the individual may be seen as representing the organisation e.g. in uniform, online social media platforms, etc. It includes interaction between employees in a social context – for example, Christmas parties, fundraisers and employees farewells. It may also include interactions outside of work – for example, a workmate's barbeque, especially if it impacts on relationships and behaviours within the workplace. The workplace can extend to any situation where there is interaction with people at work (especially when the interaction has a negative impact on relationships at work).

Racism, race-based discrimination or bullying, racial or religious vilification will not be tolerated in any form in the workplace.

Show empathy

Try stepping into the shoes of another person, understand their feelings and perspectives and use that to understand and guide your actions.

All Victorians are entitled to mutual respect and understanding regardless of their cultural, religious, racial and linguistic backgrounds.

Facilitate ongoing learning opportunities for other employees

While most employees want to create a culture of respect, they often fail to achieve this due to not knowing how to articulate language and behaviour in areas they are not familiar with. Diversity focused communication and training should be ongoing and engaging, to assist senior employees not falling into old habits and to help new starters feel included in the culture of change.

The workforce of the future will be ever more adaptive to cultural and technological change.

Therefore, continuous social and interpersonal development will not only help you create a positive culture, but an agile and connected one that is resilient to an ever-evolving world.

Workplace Bullying is Repeated behaviour Refers to the persistent nature of the behaviour and can involve a range of behaviours over time.