

## 1. Policy Statement

Temple Shalom is committed to providing a safe and healthy workplace for all employees and volunteers, free from workplace bullying and sexual harassment.

## 2. Scope

This policy applies to all Temple Shalom employees, volunteers and contractors, and their behaviours occurring in connection with work, even if it occurs outside normal working hours, during work activities, at work related events (for example, at conferences and work-related social functions) and on social media.

## 3. Definitions

- (a) Workplace bullying is verbal, physical, social or psychological abuse by an employer (or manager), another person or group of people, at work. Examples of workplace bullying include, but are not limited to:
  - i. abusive, insulting or offensive language or comments;
  - ii. unjustified criticisms or complaints;
  - iii. withholding information that is vital for effective work performance;
  - iv. setting unreasonable timelines or constantly changing deadlines;
  - v. setting tasks that are unreasonably below or beyond a person's skills level and
  - vi. spreading misinformation or malicious rumours.
- (b) Examples of behaviours which may not constitute workplace bullying include, but are not limited to:
  - i. a single incident of unreasonable behaviour, however, it may have the potential to escalate and should not be ignored;
  - ii. reasonable management action if it is carried out in a lawful and reasonable way, taking the particular circumstances into account;
  - iii. workplace conflict, differences of opinion and disagreements.
- (c) Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances. Examples of sexually harassing behaviour include, but are not limited to:
  - i. unwelcome touching, staring or leering;
  - ii. suggestive comments or jokes;
  - iii. unwanted invitations to go out on dates and requests for sex;
  - iv. intrusive questions about a person's private life or body;
  - v. insults or taunts based on sex;
  - vi. sexually explicit physical contact and
  - vii. sexually explicit emails or SMS text messages.

## 3. Principles

- (a) The Board of Management is committed to creating a positive, ethical and healthy workplace culture free from bullying and sexual harassment where:
  - i. all forms of workplace bullying and sexual harassment, (in person or online) are deemed as unacceptable and will not be tolerated under any circumstances;
  - ii. all employees and volunteers are treated with respect and dignity;
  - iii. all employees and volunteers are encouraged to raise complaints, including complaints of workplace bullying and sexual harassment, as promptly as

- possible;
- iv. reasonable action taken in a reasonable way, by the Board of Management will not constitute workplace bullying;
  - v. reasonable action may include, but is not limited to:
    - . setting reasonable performance goals, standards and deadlines;
    - . fair and appropriate allocation of working hours;
    - . informing an employee or volunteer about unsatisfactory work performance in an honest, fair and constructive way;
    - . informing an employee or volunteer about unreasonable behaviour in an objective and confidential way;
    - . implementing organisational change or restructuring and
    - . taking disciplinary action, including suspending or terminating employment where appropriate and justified in the circumstances.

#### **4. Requirements / Responsibilities**

- (a) The Board of Management of Temple Shalom will:
  - i. monitor the workplace to ensure acceptable standards of conduct are observed;
  - ii. ensure all employees are aware of what does and does not constitute workplace bullying or sexual harassment noting that whether the behaviour is intentional or unintentional is irrelevant;
  - iii. take appropriate and timely action to address allegations of workplace bullying or sexual harassment;
  - iv. treat all allegations of workplace bullying and sexual harassment, seriously, fairly and sensitively, and in a manner that ensures the privacy of all parties to the allegation;
  - v. where appropriate, attempt to resolve complaints informally;
  - vi. establish procedures so that all complaints are presented to the Board, for resolution, in writing detailing:
    - . the the name of the person reporting the incident;
    - . their contact information;
    - . the date of incident/s;
    - . a description of the incident/s and/or behaviour/s;
    - . where applicable, a description of any physical force or threat;
    - . details of whether there was anyone else involved in the incident/s;
    - . where applicable, the name/s of any witness/es and
    - . any action that was taken at the time and/or since to manage the situation.
- (b) All Employees and Volunteers will:
  - i. model appropriate behaviour, treat others with dignity and respect and promote a positive, ethical and healthy workplace;
  - ii. raise any concerns and complaints with a member of the Board of Management at the earliest opportunity;
  - iii. ensure any allegations relating to inappropriate conduct, including workplace bullying and sexual harassment are made in good faith and are not vexatious or malicious, and
  - iv. engage and cooperate in good faith in all complaint management processes.