

CLAIM – BULLYING AND HARASSMENT CLAUSE

Bullying, Harassment and Discrimination

- a) *Ambulance Victoria is committed to providing equity of opportunity in employment and to achieving an employment environment that is free from bullying, harassment, and discrimination and supportive of the dignity and self-esteem of every employee.*
- b) *Ambulance Victoria undertakes to put in place measures designed to prevent workplace bullying, including but not limited to facilitated meetings, mediation and providing appropriate training in the prevention of bullying to existing and new employees.*
- c) *Employees are required to:*
 - i. *personally demonstrate appropriate behaviour;*
 - ii. *take reasonable care to ensure their own safety and health; and*
 - iii. *avoid adversely affecting the safety or health of any other person through any act of workplace bullying or omission to deal with acts of bullying.*
- d) *Where an allegation of workplace bullying arises, in the first instance parties involved should, where appropriate given the nature of the alleged bullying, attempt to address the matter between themselves.*
- e) *If the parties are unable to resolve the matter, the appropriate manager is responsible for attempting to resolve complaints of workplace bullying promptly, confidentially, and impartially.*
- f) *If the complaint remains unresolved, the employer shall be responsible for conducting an investigation in a timely manner.*
- g) *The management of a complaint under this clause, including any formal investigation, shall be undertaken consistent with the principles of procedural fairness and natural justice and in accordance with the process outlined in Clause 11.3, Procedural Fairness.*
- h) *All parties to the complaint will be notified of the outcome of the investigation.*
- i) *Disciplinary action for findings of workplace bullying may be taken in accordance with Clause 74, Misconduct/Serious Misconduct.*