

3mFM BULLYING AND HARASSMENT POLICY

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Signature:

Position Held: President

Purpose

3mFM is committed to providing an environment in which all staff and volunteers are treated fairly, with dignity and respect, and free from bullying and harassment. Bullying and harassment are unacceptable and will not be tolerated.

Guidelines

3mFM expects staff and volunteers to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others.

Bullying is repeated, unreasonable behaviour directed toward another person that creates a risk to health and safety. It includes behaviour such as:

- verbal abuse
- intimidation and threats
- withholding information that is essential for someone to do their job
- excluding or isolating others
- interfering with someone's personal property or work equipment

One-off behaviours can still present a risk to health and safety and will not be tolerated.

Bullying is taken seriously by 3mFM, and will be addressed. Disciplinary action may be taken if this policy is breached.

If you are being bullied or harassed, or see others being bullied, please talk to the Station Manager or delegate. Reports of bullying will be followed up and in serious cases investigated quickly, objectively and fairly.