

Staff Wellbeing Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	13/11/2017

Purpose

The wellbeing of Sydney Institute of Higher Education (SI) staff is of utmost importance to its overall successful operation. Wellbeing must be promoted and protected among staff members at SI, not only to ensure compliance with legal and regulatory requirements, but also to uphold SI's commitment to treating all staff fairly and retaining high-quality staff members.

The *Staff Wellbeing Policy* outlines the measures in place at SI that promote and protect the emotional and psychological health and wellbeing of staff members, with a focus on preventing, identifying, and addressing workplace bullying.

Scope

This policy applies to:

- All SI staff and students
- Contractors and subcontractors
- Apprentices and trainees
- Work experience students and working volunteers
- Visitors and external experts who take part in SI operations

Principles

SI acknowledges its moral and legal responsibility to promote and protect the health, safety, and welfare of all staff members and other workers at SI, and others who may be affected by the work. SI sees emotional and psychological wellbeing as a key component to this responsibility.

Upholding this responsibility is vital to the successful operation of SI's higher education operation, including ensuring the health, safety and welfare of students as well as staff members.

As such, SI takes steps to safeguard the emotional and psychological wellbeing of its staff members as outlined in 'Procedures' below.

Additionally, SI treats all complaints of workplace bullying seriously and is committed to thoroughly investigating all such complaints.

Workplace bullying is repeated unreasonable behaviour that constitutes a risk to the health and safety of

staff members. Bullying in the workplace may be targeted at an individual or group, and may consist of a single incident or a series of incidents. Bullying may occur face-to-face or over email, text, or phone calls.

Workplace bullying includes, but is not limited to:

- Placing unfair expectations, deadlines, or responsibilities on staff members
- Denigrating staff members in private or in front of colleagues
- Repeated insulting, yelling, or swearing at staff members
- Spreading rumours or discussing the private matters of staff members among staff
- Playing practical jokes
- Physical threats and intimidation, including stalking and sexual harassment
- Discriminatory behaviour (defined in the *Anti-Discrimination Policy*) may also be classified as bullying, and will be dealt with through the same procedure.
- Actions that result in physical harm are considered by SI to be bullying, and in most cases must be reported to the authorities.

SI recognises that certain groups are at a higher risk of bullying and harassment. For information specifically about discrimination, refer to the *Anti-Discrimination Policy*.

This policy is designed to ensure SI compliance with the following Australian legal requirements:

- *Commonwealth Human Rights and Equal Opportunity Commission Act 1986*
- *Commonwealth Racial Discrimination Act 1975*
- *Commonwealth Racial Hatred Act 1995*
- *Commonwealth Disability Discrimination Act 1992*
- *Commonwealth Sex Discrimination Act 1984*
- *Commonwealth Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Act 2013*
- *Commonwealth Age Discrimination Act 2004*
- *The Fair Work Act 2009*.

Procedures

Information for staff

The Provost is responsible for ensuring that staff members have full access to information regarding emotional and psychological wellbeing in the workplace.

All staff wellbeing information, including relevant policies and procedures, will be clearly communicated to staff members during induction and professional development activities, and in performance reviews if necessary.

Promoting and protecting the wellbeing

SI aims to create an environment in which all staff are supported and respected. The Provost will:

- Educate staff regarding acceptable work behaviour

- Promote and encourage appropriate behaviour from those in leadership positions
- Clearly communicate potential consequences for a misdemeanour by staff
- Clearly establish procedures for reporting misdemeanour by staff.
- Staff professional development activities will address strategies for maintaining emotional and psychological health.
- Work arrangements will be flexible, ensuring sufficient paid leave and reasonable hours.
- Additionally, staff will have access to counselling and wellbeing services.

Staff Conduct

Staff members will act with professionalism and respect towards all fellow SI staff members, and shall not engage in any discriminatory practices or activities.

For more information regarding acceptable staff behaviour please refer to SI's *Code of Conduct*.

Workplace Bullying

SI's commitment to staff

SI encourages any individual who witnesses, or is subjected to, workplace bullying to report the incident to the Provost.

SI will ensure that:

- The matter is treated seriously
- The privacy and confidentiality of the person reporting is protected
- The matter is investigated in a timely manner
- The matter is investigated with sensitivity and fairness to all staff members
- The person reporting is advised of how to access additional support services such as counselling.
- Mediation assistance will be offered to the parties involved as appropriate.

Investigation

The Provost will gather any evidence relevant to the instance of bullying, and conduct meetings with all parties involved.

The Provost will nominate three individuals to investigate alleged workplace bullying. The investigators will conduct a fair, objective, and thorough investigation into the matter.

Disciplinary action will be determined based on the severity of the incident, and may include:

- A formal warning letter
- A temporary suspension
- The termination of employment
- Legal proceedings
- The Provost will inform all affected staff members of the outcomes of the investigation within ten days of reaching an outcome.

The Provost will provide a summary report of the matter to the *Corporate Governance Board*.

Policy Implementation and Monitoring

The *Corporate Governance Board* delegates responsibility for the day-to-day implementation of this policy to the Provost. The Provost will report each teaching period to *Corporate Governance Board* on matters relevant to this policy.

The *Corporate Governance Board* will review all periodic reports from relevant committees and staff members.

The *Corporate Governance Board* will review all cases of bullying has been reached and will make reasonable attempts to prevent reoccurrence of the incident through changes to policies and procedures, or additional staff training.

The *Corporate Governance Board* must ensure that findings from these monitoring activities are taken into account in planning, quality assurance and improvement processes.

Definitions

Corporate Governance Board: the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* guides Management and delegates responsibility for academic matters to the Academic Board.

Review schedule

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	13/11/2017		13/11/2022

End of document: "Staff Wellbeing Policy"

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Related Documents

		Anti-Discrimination Policy
		Compliance Framework Policy
		Critical Incident Response Policy
		Workforce Policy

		<u>Risk Management Policy</u>
		<u>Work Health and Safety Policy</u>
		<u>Student Code of Conduct</u>
		<u>Business Continuity Plan</u>