

# **Inappropriate Behaviour Policy**

## **Effects of inappropriate workplace behaviour on people and performance**

Inappropriate behaviours can have detrimental effects on people and their job performance. It can create an unsafe and unhealthy working environment, result in a loss of trained and talented workers, breakdown teams and individual relationships, and reduce efficiency.

People who are exposed to such behaviour can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence.

The DBA and Dandenong Stadium is committed to ensuring a safe and healthy workplace that is free from the risk of psychological injury.

Inappropriate behaviour is unacceptable and will not be tolerated under any circumstances.

### **Definition**

Inappropriate behaviour may be characterised by persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety. It may occur in one-to-one situations, in front of managers or supervisors, co-workers, clients or customers or by written, visual, electronic communications such as letters, drawings, emails or telephone communications.

### **Types of behaviour**

- Physical or verbal assault
- Belittling opinions or constant criticism
- Yelling or screaming or offensive language
- Derogatory, demeaning or inappropriate comments or jokes about a person's appearance, lifestyle and background
- Insults
- Isolating workers from normal work interaction, training and development or career opportunities
- Overwork, unnecessary pressure and unreasonable deadlines
- An unacceptably aggressive style from a superior
- Undermining work performance by deliberately withholding work-related information, access, support or resources or supplying incorrect information
- Under-worked, creating a feeling of uselessness
- Unexplained job changes, meaningless tasks, tasks beyond a person's skills and training, and failure to give credit where credit is due
- Over-detailed supervision and unwarranted checking of performance
- Unreasonable "administrative sanctions" such as undue delay in processing applications for training, leave or expenses

### **What is not considered inappropriate behaviour**

Reasonable management actions carried out in a fair way is not inappropriate.

For example:

- setting performance goals, standards and deadlines
- allocating work to a worker

- rostering and allocating working hours
- transferring a worker
- deciding not to select a worker for promotion
- informing a worker about unsatisfactory work performance
- informing a worker about inappropriate behaviour
- implementing organisational changes
- performance management processes
- constructive feedback
- downsizing
- requesting information from a worker regarding incidents, injury or return to work plans and programs

## **Employer responsibilities**

The DBA and Dandenong Stadium will take the following actions to prevent and control exposure to inappropriate workplace behaviours:

- Proactively promote a workplace free from inappropriate behavior and act on incidents
- Provide for appropriate training and information to staff about what are acceptable and unacceptable workplace behaviors
- Inform staff of the actions they can take if they feel they exposed to intimidation including provision of a list of designated harassment contact officers
- Arrange or provide adequate and appropriate support to staff who make a complaint, including ensuring that the matter is treated confidentially and that the complainant is not victimised
- Deal fairly with all persons involved in allegations of inappropriate workplace behaviour including ensuring due process

## **Responsibilities of employees**

The DBA and Dandenong Stadium requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of inappropriate workplace behaviour to your immediate supervisor and/or the CEO.

Management personnel are required to personally demonstrate appropriate behaviour, promote the inappropriate workplace behaviour policy, treat complaints seriously and ensure that where a person lodges or is witness to a complaint, this person is not victimised.

## **Where employees can go for assistance**

An employee who is exposed to inappropriate behaviour can contact your immediate manager and or the CEO for information and assistance in the management and resolution of a workplace complaint.

## **Commitment to promptly investigate complaints**

The DBA and Dandenong Stadium has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing inappropriate workplace behaviour complaints. Any reports of inappropriate behaviour will be treated seriously and investigated promptly, fairly and impartially.

A person making a complaint and/or who is a witness to such behaviour will not be victimised.

### **Consequences of breach of policy**

Disciplinary action, including possible termination of employment, will be taken against a person who engages in inappropriate behaviour or who victimises a person who has made or is a witness to a complaint.

Complaints of alleged inappropriate behaviour that are found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

### **Review of policy**

This policy and the actions outlined above will be reviewed by June 30 each year unless required earlier because of changes to the risk profile of the workplace or relevant legislation. If necessary, further changes and actions may be introduced to ensure that inappropriate workplace behaviour is prevented and controlled.

### **Endorsement**

I/We have committed to this policy and its implementation, and to ensuring a psychologically safe and civil work environment that is free from exposure to inappropriate workplace behaviour.



David Graham  
CEO DBA and Elite

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