

Community Radio Federation

ANTI-BULLYING POLICY

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1. Purpose

This document outlines Community Radio Federation's zero tolerance of bullying. CRF is committed to eliminating, so far as is reasonably practicable, all forms of bullying by maintaining a culture of openness, support, and accountability.

2. Relationship to other documents

This policy should be read in consultation with the Community Radio Federation Sexual Harassment Policy; Volunteer Policy; and Internal Conflict Policy and Procedure

3. What is bullying?

"Bullying" is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

"Repeated behaviour" refers to the persistent nature of the behavior and can involve a range of behaviours over time.

"Unreasonable behaviour" is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behavior that is victimising, humiliating, intimidating or threatening.

Examples of behavior, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

- abusive, insulting or offensive language or comments
- unjustified criticism or complaints
- deliberately excluding someone from activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular workers or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and will be reported to the police.

4. What can you do if you are suffering bullying at 3CR?

Do not ignore bullying thinking it will go away. Silence can give the impression that bullying is acceptable. Every person has the right to work in an environment free of bullying.

If you experience bullying there is a number of approaches you may take:

- If you are a victim of bullying, it can be useful to keep notes of all the incidents involved with the harassment, including dates, times, places, witnesses and what was said or done.
- You might speak or write to the offender saying what you do not like about their behaviour and ask that the behaviour stop.
- If this does not resolve the situation, or you feel unable to do this, you may need some help. You can speak confidentially with the Station Manager and / or the Volunteers Coordinator, or ask an advocate to speak on your behalf.
- Complaints of bullying will be treated with strict confidentiality/privacy so as to protect those involved from victimisation.
- Under no circumstances should any aspect of an allegation be discussed on air. Any person who makes implied or direct references to a case will be severely disciplined by 3CR through the Committee of Management.

5. What happens when you speak with the Station Manager or Volunteers Coordinator?

Note: This process is the same as the Sexual Harassment Policy

Step One: Informal complaint process

This first meeting with the Station Manager or Volunteers Coordinator is an informal discussion. The complainant will have the procedure explained to them, have their concerns listened too and be advised of their rights and options. The complainant will be given a copy of this policy; they will also be given information about other support and counselling services that are available. This discussion is confidential.

Step Two a) No complaint is lodged

From this discussion, you may decide to attempt to resolve the situation informally without assistance from 3CR.

Step Two b): A formal complaint is lodged

The complainant and respondent each have the right to have a support person present at all discussions and interviews.

The appointed subcommittee will interview the complainant, and write down a detailed account of the allegations. The interview will include:

- What is alleged to have occurred, and when.
- Identification of any witnesses (if any) to the alleged harassment.
- Confirmation that the complainant is happy for the witnesses to be interviewed if necessary.
- Discussion of possible options and outcomes, including conciliation.

The appointed subcommittee will explain to the complainant the process that will take place and will advise the complainant of the possible legal implications of discussing the allegations and the investigation publicly.

The respondent will be advised about the complaint and a time will be made to discuss the allegations with them.

At the meeting, the respondent will be provided with a copy of this policy and will be verbally advised of the allegations and process, including rights and responsibilities. The appointed subcommittee will also advise the respondent of the possible legal implications of discussing the allegations and the investigation publicly. The respondent will be asked to provide a written response to the allegations. The options and possible outcomes will be discussed. A detailed written account will be taken of the interview.

Step Three: Conciliation

Attempts at conciliation will proceed if both the complainant and the respondent agree. Conciliation involves the appointed subcommittee facilitating discussions between the complainant and respondent. The aim of conciliation is to reach agreement and solutions that are satisfactory to both parties.

Step Four: *What if the allegations are substantiated and the parties do not agree to resolve the situation by conciliation, or attempts at conciliation are unsuccessful?*

The appointed subcommittee will make a decision about immediate and appropriate action to prevent the behaviour reoccurring. The decision should not disadvantage the complainant or cause her/him to suffer. They will advise the complainant and the respondent of the decision and reasons for the decision. The appointed subcommittee will monitor the situation to make sure the behaviour has stopped, and that the resolution is working satisfactorily. In certain circumstances it may be necessary for the Station Manager to be involved to ensure the implementation of the decision.

In all cases where bullying has occurred, it must be clearly understood that continued reference by the respondent to a complaint and/or its consequences will be considered further incidents of bullying.

What if the complaint is not substantiated?

The appointed subcommittee will advise the complainant and respondent of the reasons that no action will be taken on the complaint.

Appeals Process

Both the complainant and respondent can appeal a decision in writing to the Committee of Management, if they are unhappy with the outcome.

6. Legal Implications

The investigation and resolution of bullying cases may involve serious issues of privacy and defamation. However, a person should not be deterred from making a complaint of bullying by concerns of defamation laws.

7. Possible resolutions of bullying may include:

- The behaviour stops
- An apology
- The respondent is removed from a program or time slot
- The respondent is suspended or removed from 3CR
- The respondent is reported to the police