



Anti-Bullying and Harassment Policy

Version: 1.0

Commencement Date: 12 January 2025

Review Date: 12 January 2026

Please note that printed and saved copies of this document are considered uncontrolled. For the most up-to-date version, please visit www.workinganimals.com.au

Citation:

Working Animals Federation of Australia (WAFA), “Anti-Bullying and Harassment Policy”, Version 1.0
January 12, 2025, www.workinganimals.com.au/policies

Contents

1. Purpose	3
2. Scope	3
3. Policy Statement:	3
4. Definitions	3
5. Responsibilities.....	3
1. Steering Committee:.....	3
2. Managers:	3
3. Employees:	3
4. HR Department:.....	4
6. Procedures	4
1. Reporting:.....	4
2. Investigation:.....	4
3. Resolution:.....	4
7. Compliance	4
8. Training and Communication	4
9. Review, Revision and Approvals	4
10. References.....	4
11. Implementation.....	4
12. Enforcement	5
13. Contact Information	5

1. Purpose

The purpose of this policy is to create a safe, respectful, and harassment-free environment for all members, volunteers, employees, and stakeholders of the Working Animals Federation of Australia (WAFA). It aims to prevent all forms of bullying and harassment within the workplace, including online interactions, and outlines the procedures for addressing any such incidents.

2. Scope

This policy applies to all employees, contractors, volunteers, and committee members of WAFA, including the steering committee. It covers all forms of communication and interaction, including online and physical workplaces, during work hours as well as during work-related events and functions.

3. Policy Statement:

The Working Animals Federation of Australia (WAFA) is committed to providing an environment free from bullying and harassment. We do not tolerate any behaviour that demeans, intimidates, or threatens individuals or groups. This includes but is not limited to verbal, physical, psychological, and cyber-bullying.

4. Definitions

Bullying: Repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety.

Harassment: Any unwelcome behaviour that intimidates, offends, degrades, or humiliates another person, based on characteristics including gender, ethnicity, religion, sexuality, disability, or any other status protected by law.

Online Bullying (Cyberbullying): Misuse of digital platforms (e.g., email, chat rooms, social media) to communicate false, embarrassing, or hostile information about another person.

5. Responsibilities

Responsibilities of Various Parties in Implementing and Adhering to the Policy:

1. Steering Committee:

- Ensure policy implementation, updates, and compliance.

2. Managers:

- Monitor work environment, enforce policy, and handle complaints.

3. Employees:

- Adhere to the policy, respect others, and report violations.

4. HR Department:

- Provide training, manage complaints, and assist in investigation and resolution.

6. Procedures

1. Reporting:

- Incidents of bullying and harassment can be reported to immediate supervisors or HR.

2. Investigation:

- All reports will be investigated promptly and confidentially.

3. Resolution:

- Appropriate measures will be taken based on investigation outcomes, which may include mediation, counselling, or disciplinary actions.

7. Compliance

Compliance with this policy is mandatory for all employees and associates of WAFA. Non-compliance may result in disciplinary action, including termination.

8. Training and Communication

WAFA will provide regular training on this policy to all employees and incorporate it into induction programs for new hires. This policy will be communicated via email, WAFA's intranet, and staff meetings.

9. Review, Revision and Approvals

This policy will be reviewed annually by the steering committee and HR department to ensure it remains effective and relevant. Revisions will be approved by the steering committee.

10. References

Legal frameworks referenced include:

Fair Work Act 2009 (Cth)

Anti-Discrimination Act 1977 (NSW)

11. Implementation

This policy will be implemented immediately following the approval from the steering committee. HR will distribute the policy and ensure all employees sign an acknowledgment form.

12. Enforcement

Violations of this policy will be dealt with promptly. Consequences depend on the severity of the behaviour and may include counseling, warnings, or dismissal.

This policy ensures that WAFA adheres to its commitment to a safe and respectful work environment, promoting a culture of dignity, respect, and fairness.

13. Contact Information

Contact Information for Further Assistance:

For further information or assistance related to the privacy and confidentiality policy, please contact the steering committee at the following email address:

Email: admin@workinganimals.com.au

The steering committee will be able to provide additional guidance, clarification, or support regarding the organisation's privacy and confidentiality policy, as well as address any inquiries or concerns related to data handling practices. Please feel free to reach out to them with any questions or feedback you may have.