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WORKPLACE BULLYING AND OCCUPATIONAL VIOLENCE

Marcus Oldham College is committed to providing our employees and students with a healthy and safe work environment that is free from bullying.

Bullying is repeated unreasonable behaviour directed toward an individual, or group of individuals, that creates a risk to health and safety. Examples of bullying include:

- verbal abuse and yelling
- humiliating someone through sarcasm, criticism, or insults
- constant criticism
- exclusion of a person from workplace or student activities
- giving someone the majority of unpleasant tasks

Marcus Oldham College expects all employees and students to behave in a professional manner and to treat each other with dignity and respect at all times.

We encourage all employees and students who experience bullying to report it.

Any reports of bullying will be treated seriously and investigated promptly, confidentially and impartially. The reporting and investigation procedures for dealing with bullying are set out in the Staff and Student Information Booklets, as are disciplinary and appeals procedures.

Managers and supervisors have a responsibility to ensure employees are not bullied.

The Contact Officers for the College are: Emma Morel.

Bullying complaints can also be reported to the Student and Staff Counsellor.

WORKING DOCUMENTS

Bullying Complaint Resolution Procedure ([RM-024](#))

Student Information Booklet ([STU-001](#))

Staff Information Booklet ([HR-064](#))