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**26mins**

# **Addressing Bullying In the Workplace**

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# Addressing Bullying in the Workplace

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## **For Teachers:**

### **Introduction**

Employers and employees have a responsibility to work together to facilitate a safe and healthy workplace.

This program looks at measures which can be adopted to prevent and manage bullying in the workplace. It is recommended that consultation and education take place to assess the scope of any problems and to alert all staff to the need to address this problem. The program uses dramatized scenes and interviews with experts from a variety of industry backgrounds to demonstrate some of the important aspects of the development of a policy and procedures to deal with bullying.

If bullying is not appropriately managed, a culture of fear and bullying can quickly become endemic in an organisation. Fortunately, a culture of bullying can be turned around with education of all staff, the laying down of clear procedures for reporting bullying and the presence of empathetic managers who act quickly and with empathy to resolve a problem.

Along with “Defining Bullying in the Workplace”, this program can be used as an integral part of an educational program for staff at any level within a workplace.

### **DVD Timeline**

00:00:00	Introduction
00:03:31	Developing bullying policies
00:08:23	Summary
00:09:06	What should a bullying policy contain?
00:12:45	Summary
00:13:23	Achieving cultural change 1
00:17:04	Summary
00:17:51	Achieving cultural change 2
00:22:27	Summary
00:23:12	Conclusion
00:24:27	Credits
00:25:20	End program

## Addressing Bullying in the Workplace

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### Student Worksheet:

#### **Before Viewing the Program**

1. Discuss the relevant Occupational Health and Safety legislation which covers your company.
2. Do participants know about the company policy/procedures relating to bullying?
  - a) where to access the policy?
  - b) what does the policy say?
3. Distribute hard copy of company policy/procedures.
4. Hold a discussion regarding reporting of the problems with bullying at this workplace (what, when, who).
5. If policy is not yet developed, inform staff about how they can have input to the development of a new policy.

## Addressing Bullying in the Workplace

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### **While Viewing the Program**

1. List three criteria to assist the development of a bullying policy.

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2. List four effects of bullying on a target.

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3. Name one way to ascertain whether or not a bullying culture exists.

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4. How might information about a bullying policy be disseminated?

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5. What should a bullying policy aim to achieve?

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## Addressing Bullying in the Workplace

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6. What features should a bullying policy outline?

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7. Name three important aspects of the management of bullying in the workplace.

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## **Addressing Bullying in the Workplace**

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### **After Viewing the Program**

1. Discuss examples of bullying behaviour.
2. Role play a scenario where a worker plays a manager who is empathetic and comes up with real strategies to assist a worker who is traumatized by a long term bullying issue, eg. a period of leave for the perpetrator, an offer of individual counselling to both the target and the perpetrator.
3. Discuss the role that a worker could play if he/she was aware that a co-worker was suffering anxiety and depression as a result of workplace bullying.
  - Report the situation to a senior manager or H.R.
  - Tell the worker about the policy and encourage him/her to seek assistance.
  - Remind the worker that bullying is an illegal behaviour.
  - Talk to an outside organisation, eg. WorkSafe or a trade union and ask for assistance.

### **Useful Resources**

- *Guidance Note for the Prevention of Bullying and Violence at Work*, WorkSafe Victoria, February, 2003.
- *Summary of the Occupational Health and Safety Act*, 1<sup>st</sup>. edition, WorkSafe Victoria, April, 2005.
- *Occupational Health and Safety Act*, 2004.
- *Australian Nursing Federation (Vic Branch) Policy Statement "Workplace Bullying and Harassment"*. Developed March 1999, Reviewed August, 2003.

### **Website References**

- [www.sofweb.vic.edu.au/bullying](http://www.sofweb.vic.edu.au/bullying)
- <http://actu.labor.net.au/publicresources/bullying>

### **Other Relevant Programs Available from VEA**

Defining Bullying in the Workplace  
Dealing with Difference - Opening Dialogue about Lesbian, Gay and Straight Issues  
Behavioural Interviewing  
Getting to Know Me - All About Personal Identity  
Hidden Scars, Silent Wounds - Understanding Self-Injury

*Please visit our website for many more relevant programs [www.vea.com.au](http://www.vea.com.au)*

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## Addressing Bullying in the Workplace

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### Suggested Student Responses

#### While Viewing the Program

1. List three criteria to assist the development of a bullying policy.

- *There needs to be education*
- *There must be consultation*
- *The policy must be clear*
- *There should be a plan*

2. List four effects of bullying on a target.

- *Anxiety*
- *Stress*
- *Depression*
- *Fear of going to work*
- *Withdrawal*
- *Suicide*

3. Name one way to ascertain whether or not a bullying culture exists.

#### *Confidential Survey*

4. How might information about a bullying policy be disseminated?

- *At the point of employment (new employees)*
- *Hard copy distributed to all staff*
- *Newsletters*
- *Posters*
- *Contractors and new employees formally notified*

5. What should a bullying policy aim to achieve?

#### *The Policy should:*

- *Define unacceptable behaviour*
- *Provide a clear process for reporting bullying*
- *Be easily accessible to all workers*

6. What features should a bullying policy outline?

- *Expected standards of behaviour*
- *A definition of bullying behaviour*
- *That bullying will not be tolerated*

7. Name three important aspects of the management of bullying in the workplace.

- *Protection of vulnerable workers*
- *Workers to be encouraged to use the policy if needed*
- *Workers should be able to use the policy with confidence*