



Anti-Bullying Policy

Objective

The purpose of this policy is to communicate to all members, volunteers, contractors, event attendees and employees that ACRS will not in any instance tolerate bullying behaviour. Those found in violation of this policy will be disciplined, up to and including termination / expulsion.

Definition

ACRS defines bullying as repeated inappropriate behaviour, either direct or indirect, whether verbal, written, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment whether voluntary or paid. Such behaviour violates ACRS's Code of Professional Conduct, which clearly states that everyone, including members, volunteers and employees, will be treated with dignity and respect.

Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. It is the effect of the behaviour on the individual that is important. ACRS considers the following types of behaviour examples of bullying:

- **Verbal/written bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Non-verbal threatening gestures; glances that can convey threatening messages.
- **Bullying by exclusion:** Socially or physically excluding or disregarding a person in work-related activities.
- **Psychological bullying:** Repeated and intentional use of words or actions which can cause psychological harm.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Deliberately excluding an individual or isolating him or her from work-related activities, such as exclusion via emails/meetings.
- Deliberately interfering with mail and other communications.
- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e. ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Spreading rumours and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Adopted as policy at the 2018 ACRS Annual General Meeting.