

Policy - Bullying

U3A Yarra City will deal with all forms of bullying affecting members with openness, support, and accountability. Bullying is repeated, unreasonable behaviour that is offensive, humiliating, intimidating, degrading or threatening. It includes:

- verbal abuse
- excluding or isolating another person or other persons
- sarcasm, or belittling someone’s opinions
- constant criticism or insults
- spreading misinformation or malicious rumours.

A person who believes that he/she is the subject of bullying should take firm, positive and prompt action. Where appropriate, they should inform the perceived bully/bullies that their behaviour is offensive and unacceptable, and that it needs to stop immediately.

Where the person who feels bullied is unable to take action or the behaviour continues, they should report the matter to a member of U3A Yarra City’s Committee of Management. Any allegations of bullying that are reported to the U3A Yarra City’s Committee of Management will be investigated promptly, treated in confidence and with respect to all parties.

The person against whom the allegation is made has the right to know what is alleged against them, put their case in reply, and have any decision be made by an impartial decision-maker.

The President or his/her delegate, will provide support to the complainant and ascertain the nature of the complaint and the wishes of the complainant.

The complainant may opt to have the matter dealt with by formal investigation or by less formal means. The complaint will be handled in accordance with U3A Yarra City’s rules on *Grievance Disputes* (see Extract from Rules, at end of this document)

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