

# COUNCIL POLICY LG501

## WORKPLACE BEHAVIOUR

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

### Purpose

The purpose of this policy is to outline Council's commitment to a workplace free from violence, harassment, bullying and offensive or inappropriate behaviour.

### Definitions

**Workplace violence** is an action or incident that physically or psychologically harms another person, including situations where employees and other people are threatened, attacked or physically assaulted. For the purpose of this policy, non-physical violence, such as verbal abuse, intimidation and threatening behaviour, are also considered forms of workplace violence that affect a person's health and wellbeing.

Harassment and bullying of any sort are subtle forms of workplace violence.

**Harassment** is defined as any repeated unwelcome, offensive comment or action concerning a person's race, colour, language, ethnic origin, sex, marital status, pregnancy, and disability, political or religious conviction. It is behaviour towards another employee which is intimidating or embarrassing. Sexual harassment is a form of discrimination which contravenes this policy and is unlawful under the *WA Equal Opportunity Act 1984*.

**Bullying** is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety.

**Unreasonable behaviour** amounts to behaviour that a reasonable person in the circumstances would see as unreasonable.

**Offensive behaviour** includes comments, jokes, or actions that cause emotional discomfort, hurt or insult to another person, even if unintentional. Repeated offensive behaviour contribute to a hostile work environment and if repeated or escalated can be considered harassment or even bullying.

### Policy

Every employee (including volunteers) and Council Member has the right to carry out their job in an environment which is safe, free from harassment and unreasonable behaviour, promotes job satisfaction, maximises performance and provides economic security.

Council recognises that there are a variety of ways bullying, harassment, offensive or inappropriate behaviour can occur in the workplace such as verbally, through email or text message or via social media, private messaging groups or apps.

Council has a no tolerance attitude to any form of violence, harassment, bullying, offensive and inappropriate behaviour at the Town of Claremont including between Council Members and/or employees.

Council commits to the principles in the Code of Conduct for Council Members, Committee Members and Candidates.

Council recognises and supports that the Chief Executive Officer is responsible for:

- a. Preparing and overseeing a Code of Conduct for employees;
  - b. Approving, implementing and enforcing appropriate HR policies and procedures;
  - c. Providing appropriate training for employees and council members; and
  - d. Ensuring employees and council members are aware of how to report bullying, harassment and/or offensive or inappropriate workplace behaviour.
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Document Control Box			
<b>Legislation:</b>	<i>Industrial Relations Act 1979</i> <i>Sex Discrimination Act 1984</i>		
<b>Organisational:</b>	Discrimination, Harassment and Bullying Procedure Code of Conduct for Council Members, Committee Members and Candidates Employee Code of Conduct		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	28 September 1999	786/99
2.	Modified	21 May 2002	196/02
3.	Modified	5 October 2010	210/10
4.	Modified	6 March 2012	23/12
5.	Reviewed	10 December 2013	360/13
6.	Reviewed	9 December 2014	203/14
7.	Modified	13 December 2016	206/16
8.	Reviewed	18 December 2018	228/18
9.	Reviewed	1 June 2021	066/21
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11.	Modified	30 September 2025	137/25
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