

## SECTION 5.1: **WORKPLACE BEHAVIOUR POLICY**

### **The Australian Ballet School**

**RESPONSIBLE:** Health and Wellbeing Committee (HWC)

**VERSION 1 APPROVED BY THE BOARD:** April 2020

**LATEST VERSION:** December 2022 (internal review)

**REVIEW DATE:** December 2025 (every 3 years unless legislative or organizational amendments require earlier).

**POLICY ACCESS LOCATION:** Staff Portal, Student Portal and The Australian Ballet School website

#### **1. OVERVIEW**

Workplace associations and behaviours are unique interpersonal relationships with important implications for the individuals in those relationships and the organizations in which the associations exist and develop. Workplace relationships directly affect a **Staff Member's** ability to perform to their individual potential and succeed in their job.

The Australian Ballet School (School) has identified core values of mutual respect, care, support and acting ethically, while operating in an unbiased and unprejudiced environment. These are discussed in greater detail in the School's Code of Conduct (1.2).

#### **2. PURPOSE**

The purpose of this policy is to confirm the School's commitment to protecting the rights of Staff Members and students to be safe; achieve their full potential in an environment which values and supports diversity and is free from discrimination, bullying, harassment and victimization.

**Related Policies:** This entire section should be read in conjunction with the Code of Conduct (1.2), Safety, Health, Wellbeing - Occupational Health and Safety (5.2)

#### **3. WHO DOES THIS POLICY APPLY TO**

This policy applies to all members of the **Board** and Staff Members of the School, whether they are permanent, part-time or casual and all **Contractors** or **Consultants** Students are also covered in a number of sections of this policy.

## 4. POLICY

This policy provides guidelines to foster the development of effective working relationships to support the health and wellbeing of Staff Members and students and their relationships with each other and other members of the **School Community**.

This policy acknowledges that developing positive relationships with colleagues will assist individuals with performing their role in a more productive manner and with a heightened level of enjoyment and satisfaction. This may also result in higher overall morale and staff retention rate.

Trust, communication, teamwork and respect are key attributes to achieving effective working relationships, together with promoting safety, flexibility and productivity.

Working relationships fall into four groups: individuals and their friends, their families, colleagues and managers.

Managers, supervisors and all teaching staff have an additional responsibility as role models for the appropriate and expected standards of behaviour at the School. This also includes:

- To ensure Staff Members and students are aware of their obligations under this policy, particularly understanding the implications and consequences of discrimination, harassment and bullying behaviours;
- To intervene promptly and in a suitable, constructive manner when they become aware of inappropriate behaviour;
- To act fairly to resolve issues and enforce the School's behavioural standards, making sure relevant parties are heard;
- To assist to resolve complaints informally;
- To refer formal complaints to the designated complaint handling officer/investigator for investigation;
- To ensure anyone raising an issue or making a complaint is not victimized.

Ensure Position Descriptions clearly outline the specific roles and responsibilities. Confusion and ambiguity regarding job roles can be a major source of workplace stress and conflict. It can also translate to poor service delivery to others. Where issues do arise, encourage a culture and internal information pathway where roles and responsibilities can be easily and efficiently clarified and where necessary instructions and modifications enacted.

For ease of understanding and management, this policy has been divided into the following policy sub-sections:

**Bullying Policy (5.1.1)**

**Equality Respect and Diversity Policy (5.1.2)** currently in draft format

**Sexual Harassment Policy (5.1.3)**

## PROCEDURES

Covered under each of the sub-sections.

