

River Street Early Learning Centre will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination and workplace bullying.

River Street Early Learning Centre is concerned to ensure that harassment, discrimination and workplace bullying does not occur but, in the event it does, appropriate action is taken quickly.

River Street Early Learning Centre commits itself to educating employees as to the nature and effects of harassment, discrimination and workplace, and to providing the necessary resources to inform them of the contents of this policy.

Employees of River Street Early Learning Centre must not engage in harassing, discriminatory or bullying behaviour towards another employee; or a member of the public with whom they have contact in the course of their employment. River Street Early Learning Centre does not tolerate such behaviour and may take disciplinary action up to and including dismissal against any employee who:

- participates in harassing, discriminatory or bullying behaviour; or
- victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination or workplace bullying.

Issues related to Employee grievances related to their employment will initially be attempted to be resolved informally through discussion, proceeding to formal processes only if this does not succeed, whilst adhering to all relevant legislation.

The Employer has a responsibility to provide, as far as practicable, a safe workplace for staff that is free from unlawful behaviour such as discrimination, bullying and/or harassment.

Grievance Procedures

River Street Early Learning Centre aims to maintain a harmonious work environment and is committed to addressing staff grievances in a prompt and effective manner. The rights of Employees will be respected in the grievance process. Both the Employer and Employee will abide by their obligations under all Federal and State legislation and any relevant industrial Award or agreement. The Employer recognises that, from time to time, individual Employees may have grievances which need to be resolved in the interest of good relationships.

This procedure aims to assist staff and management resolve staff grievances effectively and to the satisfaction of all concerned. Grievance processes and outcomes are seen as an opportunity to learn to improve organisational performance. Confidentiality is a cornerstone of this procedure.

Any Employee, volunteer or student who uses the Staff Grievance Procedure will be treated in the strictest confidence and no one is to discuss information about a grievance outside the grievance procedure. A staff member who has commenced a grievance process, may withdraw and stop the process at any time without penalty. However the service must notify the Department of Education and Early Childhood Development within 48 hours after a complaint is made, if the complaint alleges that the health, safety or wellbeing of any child may have been compromised, or there may have been a contravention of relevant legislation. This must occur whether the complaint has been substantiated or not, or withdrawn.

No staff member will suffer any personal or professional disadvantage because they decide to pursue a grievance in accordance with this policy and procedures.

Employees may elect to have an external support person of their choice as a witness at any meetings or interviews. A support person may offer support only, and they are not there to act as an advocate or to disrupt proceedings. Employees may request attendance of a union representative at meetings when consistent with a relevant Federal Award or industrial agreement.

Until the grievance is resolved, work shall continue as normal (unless the grievance involves unsafe work practices).

DSCCC will ensure that all complaints/grievances in relation to harassment, regardless of whether they are of a major or minor nature, will be treated seriously and an investigation carried out fairly and efficiently. Dawson Street Childcare Co-operative Policy Manual DSCCC – Staff Counselling, Discipline & Grievance Policy – Jun 2012 Page 7 of 11 All parties to a grievance have the right to:

- Have grievances conducted in a fair, objective and unbiased manner;
- Be treated with respect;
- Be kept informed, about the progress of their grievance;
- Only have relevant factors taken into account in resolving a grievance;
- Not be subjected to any form of retribution, either stated or implied;
- Be kept informed, orally and in writing of the outcome of the grievance and the reasons for it.