

**Hospitality Group Training Inc  
POLICY AND PROCEDURE**

**TITLE**                      **Workplace Bullying Policy**

**PURPOSE**                **Hospitality Group Training is committed to providing a working environment that is free from bullying. Working relationships and standards of behaviour are important and all employees have the right to be treated with respect.**

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Bullying in the work place is inappropriate and unacceptable behaviour and any persons found to have either committed or condoned such behaviour in the workplace may be subject to disciplinary action.

A bully is a person who uses strength or power to coerce others by fear and that to bully is to oppress, persecute, physically or morally by (threat of) superior force.

Bullying is physical or psychological behaviour or conduct where strength (including strength of personality) and/or a position of power is misused by a person in a position of authority or a person who perceives that they are in a position of power or authority.

The effects of bullying can be to humiliate or intimidate an individual employee or groups of employees and may actually or potentially adversely affect their health and well being.

A variety of behaviours and acts may constitute bullying which, over time, can create a negative workplace environment. These may include:

- sarcasm and other forms of demeaning language
- verbal abuse
- punitive behaviour
- blaming
- constant unconstructive criticism
- threats
- coercion
- isolation
- "ganging up"

An individual who may be a fellow employee, a supervisor or a person/s who is part of the work environment may perpetrate bullying.

Employees are encouraged to try to resolve issues of workplace bullying at the local level, directly with the person they believe is responsible for bullying.

Hospitality Group Training will treat all complaints of bullying seriously and will deal with them promptly, impartially and confidentially. Hospitality Group Training will ensure that any allegations of bullying are thoroughly investigated and the appropriate action taken.

Hospitality Group Training will take all steps necessary to ensure that bullying does not continue, that complaints and witnesses are not victimised in any way and that where possible, a fair and appropriate resolution to the problem is reached.

**Wendy Ettridge  
Executive Officer**