

Introduction

CMS¹ is committed to educating staff and workers as to the nature and effects of harassment and bullying and to provide the necessary resources to keep them informed. It is unlawful for employers and employees to engage in harassing or bullying behaviour towards another staff member; or a member of the public with whom they have contact with.

Definitions

Bullying – repeated unreasonable behaviour by an individual towards a worker which creates a risk to health and safety. It can take many forms, including teasing, emails, text messages, social isolation, or unfair work practices².

Harassment – when a person is made to feel intimidated or humiliated due to unreasonable conduct because of a particular characteristic (e.g. race, sex, age, mental capacity). It can be verbal, written, or physical and a single incident, or repeated behaviour.

Sexual Harassment – any unwelcome sexual advance, request for sexual favours or conduct of a sexual nature in relation to the person harassed in circumstances where a reasonable person would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.

Workplace – this includes the office, work related events, and travel to and from work related events.

Policy

CMS is committed to a zero-tolerance approach to workplace bullying, harassment, and sexual harassment.

All staff and workers have the right to:

- Work in an environment free from bullying, harassment, and sexual harassment
- Use the procedures outlines in the Complaints Procedure if they believe they have experienced bullying, harassment, or sexual harassment

All staff are required to:

- Comply with the relevant CMS Code of Conduct (*1 – workers and pastoral staff, 2 – non-pastoral staff*)
- Treat everyone in a professional, courteous, respectful, and fair way
- Actively intervene and prevent and stop any bullying behaviour that is occurring in the workplace
- Offer support to people who experience bullying, harassment, or sexual harassment

If you believe you are being bullied, harassed, or sexually harassed in the workplace, please refer to the Complaint Procedure.

¹ Church Missionary Society comprises of the following entities: CMS-Australia, CMS-NSW&ACT, CMS-QNSW, CMS-SANT, CMS-TAS, CMS-VIC and CMS-WA.

² Fair Work Act 2009



Related Policies

- CMS Codes of Conduct
- Anti-Discrimination Policy
- Complaint Procedure

Related Legislations

- *Age Discrimination Act 2004 (Cth)*
- *Anti-Discrimination Act 1977 (NSW)*
- *Anti-Discrimination Act 1991 (QLD)*
- *Anti-Discrimination Act 1992 (NT)*
- *Anti-Discrimination Act 1998 (TAS)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Discrimination Act 1991 (ACT)*
- *Equal Opportunity Act 1984 (WA)*
- *Equal Opportunity Act 1984 (SA)*
- *Equal Opportunity Act 2010 (Vic)*
- *Fair Work Act 2009 (Cth)*
- *Fair Work Amendment Act 2013 (Cth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*



Enquiries and External Assistance

1. *Fair Work Ombudsman*
Website: <https://www.fairwork.gov.au/>
Phone: 13 13 94
2. *Australian Human Rights Commission*
Website: <https://www.humanrights.gov.au/>
Phone: 1300 656 419 or (02) 9284 9600
3. *Anti-Discrimination Board of NSW*
Website: <https://www.antidiscrimination.justice.nsw.gov.au/>
Phone: 1800 670 812 or (02) 92685544
4. *Victorian Equal Opportunity & Human Rights Commission*
Website: <https://www.humanrights.vic.gov.au/>
Phone: 1300 292 153 or (03) 9032 3583
5. *ACT Human Rights Commission*
Website: <https://www.hrc.act.gov.au/>
Phone: (02) 6205 2222
6. *Queensland Human Rights Commission*
Website: <https://www.qhrc.qld.gov.au/>
Phone: 1300 130 670
7. *South Australian Office of the Commissioner for Equal Opportunity*
Website: <https://www.eoc.sa.gov.au/>
Phone: 1800 188 163 or (08) 9207 1977
8. *Tasmania Equal Opportunity from the Anti-Discrimination Commissioner*
Website: <https://www.equalopportunity.tas.gov.au/>
Phone: 1300 305 062 or (03) 6165 7515
9. *Northern Territory Anti-Discrimination Commission*
Website: <https://www.adc.nt.gov.au/>
Phone: 1800 813 846 or (08) 8999 1444
10. *Western Australia Equal Opportunity Commission*
Website: <https://www.wa.gov.au/organisation/equal-opportunity-commission/>
Phone: 1800 198 149 or (08) 9216 3900

Approval

This is a CMS Fellowship policy
Approved 19 November 2021

Review

This policy is due for revision in five years from the date of approval
Review Date: November 2026