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church**
in Australia,
Synod of NSW & ACT

Positive Workplace Behaviour Policy

For Synod Office Employees and Ministry Agents

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Synod Office Positive Workplace Behaviour Policy

1. Overview

1.1 About positive workplace behaviour

It is everyone's responsibility to work together to build and maintain a positive work environment. This means an environment free from discrimination, bullying, harassment, and victimisation.

The Synod Office is committed to providing a safe, respectful and fair workplace that promotes personal wellbeing. Everyone's contribution is valued and respected. We are committed to:

- Having clear standards to inform and guide everybody about the expectations we have for workplace behaviour.
- Promoting a work environment that is free from discrimination, bullying, harassment, and victimisation.
- Not tolerating unacceptable workplace behaviour.

2. Why Is This Policy Important?

- At the Synod of NSW & the ACT, respecting and welcoming individual difference is core to who we are. We are committed to being a safe, respectful, and fair workplace.
- This policy applies to all Synod Office employees (including UME and UFS) and Ministry Agents. Please read this information so you understand our positive workplace behaviour standards and are very clear about your responsibilities.
- When this policy, or any associated procedures, are not followed it may result in disciplinary action, including termination of employment, for Synod Office employees and discipline action against Ministry Agents.

3. Our Commitments

We will:

- Be guided in our decisions and actions by our values and code of conduct.
- Respect and welcome individual differences. We seek to move beyond tolerance to embrace and celebrate the rich experiences and diversity everyone brings.
- Genuinely and deliberately recognise, appreciate and use the variety of knowledge, experience, skills and capabilities that make individuals unique. We promote an atmosphere that celebrates individual and collective achievement.
- Promote safety and wellbeing. This means a workplace where everyone acknowledges that a safe, healthy and positive work environment provides individual and collective growth and development.
- Specify our expectations and raise awareness about acceptable and unacceptable behaviour.
- Provide a safe and positive workplace for Synod employees and ministry agents. Our behavioural standards apply at work, when on Synod of NSW & the ACT premises, at work functions, and during work travel. They also apply outside of work, when your behaviour may impact on Synod of NSW & the ACT's reputation or others in the workplace.
- Address matters of inappropriate workplace behaviour in a confidential, fair, and reasonable way.

We will not:

- Tolerate discrimination, workplace bullying, harassment, sexual harassment, or victimisation.
- Treat people less favourably due to their race, nationality, ethnicity, religion, sexual orientation, gender identity, or disability.

We ask you to commit to:

- Always behaving in a way that reflects the Synod Office values and Code of Conduct.
- When a situation of unacceptable behaviour arises, respectfully speak with the individual directly if you can. If that is not possible, escalate it to your people manager.
- Report concerns about serious wrongdoing to the General Secretary, or through the Speak Out Hotline on 1800 1800 951 145 or [website](#).

4. Types of Unacceptable Behaviour

4.1 Direct discrimination

- This happens when a person, or a group of people, are treated less favourably because of their background or a certain personal characteristic.
- An example: A manager refuses to hire a suitably qualified person because they identify as Aboriginal. Instead, they hire a less qualified person of a different racial background.

4.2 Indirect discrimination

- This happens when a rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share.
- An example: A policy that says only fulltime workers will be promoted could discriminate against women as they are more likely to work part-time to accommodate family responsibilities.

4.3 Workplace bullying

- Under the Fair Work Act (2009) this is defined as repeated and unreasonable behaviour that creates a risk to health and safety. In some situations, isolated incidents may also be considered bullying.
- Bullying can be verbal, physical, social or psychological.
- The perception of whether the behaviour is threatening, intimidating, offensive, degrading, or humiliating lies with the receiver.

4.4 Harassment

- This is unreasonable behaviour which may also be unlawful if it is discrimination.
- Work, health and safety laws also make harassment in the workplace a potential hazard to the health and safety of employees and other people in the workplace.
- The perception of whether the behaviour is threatening or harassing lies with the receiver.

4.5 Sexual harassment

- Is any unwelcome behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. Sexual harassment can be physical, verbal or written.
- It is against the law and can be a criminal offence.

4.6 Victimization

- This is to treat, or threaten to treat, someone badly or punish them for making a complaint or raising a concern.
- It is against the law and can be a criminal offence.

5. What You Need to Know and Do

5.1 Synod Office people

This includes Synod Office employees and Ministry Agents.

- Understand and comply with this policy.
- Seek guidance from their people manager if unclear on their obligations under this policy.
- Have personal responsibility for ensuring a workplace free from any unacceptable behaviour.
- Accept accountability for actions and decisions. Think clearly about the consequences.
- Reject any unacceptable behaviour.
- Immediately advise their people manager of any possible non-compliance with this policy.

5.2 People managers

This is anyone who manages people and includes supervisors and team leaders.

- Explain, monitor and evaluate the application of this policy within their area of responsibility.
- Act upon any reports of possible non-compliance with this policy.
- Promote an environment where diversity and inclusion are encouraged and celebrated.
- Ensure the workplace is free from unacceptable behaviour.
- Take early corrective action to deal with unacceptable behaviour. Handle matters in a fair, confidential, and timely manner.

6. Government Legislation and Standards That Relate to This Policy

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Work Health and Safety Act 2011 (ACT)
- Work Health and Safety Regulation 2011 (ACT)
- Discrimination Act 1977 (Cth)
- Fair Work Act 2009 (Cth)

7. Other Helpful Documents

- Employee manual
- New starter handbook