



# Catholic Diocese of Ballarat St. James' Parish

## Workplace Bullying and Harassment Policy

The Catholic Diocese of Ballarat and St. James' Parish are committed to providing workplaces which are free from all forms of discrimination including bullying and harassment. We aim for equality of opportunity for all employees and volunteers. By effectively implementing our Equal Opportunity (EO) Policy we will attract and retain talented people willing to use their abilities to maximum advantage for our parish and parishioners.

Quality EO programs are increasingly part of what best-practice organisations do to ensure the utmost respect and appreciation of its employees and volunteers. By effectively managing diversity, the parish can enjoy maximum contribution from its people. The Catholic Diocese of Ballarat and St. James' Parish seek to make this best practice approach an integral part of our organisation and culture.

Discrimination, harassment and bullying is not only unacceptable, it is unlawful (pursuant to State and Federal legislation). It is the responsibility of management to provide a working environment which is free from discrimination, harassment and bullying. The Catholic Diocese of Ballarat and St. James' Parish will endeavour to provide a workplace where;

- All complaints are treated confidentially, seriously and sympathetically;
- An internal complaint resolution process is implemented to assist our employees and volunteers to raise issues of concern;
- Support is provided to staff and volunteers while bullying and harassment issues are being investigated;
- Appropriate disciplinary action, which may include dismissal, is taken against any employee or volunteer found to have breached this policy;
- No employee or volunteers is penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination, harassment or bullying.

Rev Justin Driscoll  
Parish Priest  
December 2009

Reviewed by Kevin Maloney, Parish Priest 2018