

SYDNEY MECHANICS' SCHOOL OF ARTS (SMSA)

BULLYING AND HARASSMENT POLICY

New Policy		Approval date	9 June 2026
Responsible	CEO and Governance Committee	Review date	9 June 2029

POLICY STATEMENT

The Sydney Mechanics' School of Arts is committed to providing a safe working environment that is totally free from bullying, harassment, and discrimination in any form. We believe that all employees have the right to work in an atmosphere that promotes respect, dignity, and equality which leads to a more productive and satisfied workforce. Bullying and harassment will not be tolerated and will be subject to disciplinary action against employees following thorough investigation, and include a short period of suspension, a down-grade of salary, or in worst cases termination of employment. This policy applies to all employees, Board members, contractors, clients, and visitors to the Sydney Mechanics' School of Arts premises.

This covers all forms of bullying and harassment that occur in the workplace, during work-related activities, or through electronic communication channels related to work or personal matters during and outside working hours.

Bullying and harassment as defined can take many forms, including but not limited to:

Bullying - Repeated unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety, whether physical or psychological, or a combination of both. This may include verbal abuse, intimidation, exclusion, or spreading rumours.

Harassment - Any unwanted conduct that offends, humiliates, or intimidates an individual, including but not limited to behaviour related to a protected characteristic such as race, gender, sexual orientation, disability, political affiliation, religion, or age.

It is the responsibility of the CEO in the first instance, and managers to ensure that the workplace remains free from bullying and harassment. Managers must lead by example, promptly address any reports of bullying or harassment, and take appropriate disciplinary action when necessary.

All employees are expected to treat each other with respect and refrain from engaging in any behaviour that could be considered bullying or harassment. Employees should report any incidents of bullying or harassment to their manager, or the CEO if necessary.

Reporting Procedure:

Any employee who believes they have been subjected to bullying or harassment, or who has witnessed such behaviour, should report it immediately to their supervisor or CEO. Staff should also refer to the established Complaints Policy.

Reports can be made verbally but must be transcribed in writing at the time of investigation, and confidentiality will be fully maintained by the CEO.

Investigation and Resolution:

All reports of bullying or harassment will be promptly and thoroughly investigated.

Investigations will be conducted impartially and with sensitivity to the concerns of all parties involved. Depending on the findings of the investigation, appropriate disciplinary action will be taken, up to and including termination of employment.

The Sydney Mechanics' School of Arts prohibits retaliation against any employee who reports bullying or harassment or participates in an investigation into any such behaviour.

Any retaliation against employees who report bullying or harassment may be subject to disciplinary action.

Review and Revision:

This policy will be reviewed over periods as the SMSA Board determines, or when legislation is amended, to ensure its effectiveness and compliance with relevant laws and regulations.

Any necessary revisions will be made in consultation with employees, Board members and other stakeholders.

Key dates

Date originated	June 2026
Date of next planned review	June 2027

Designated owner (person/committee)

Chief Executive Officer and Governance Committee