

Bullying and Discrimination

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2020 - 2023 (EA) and specifically Clause 9. The CSIRO policy on Preventing Workplace Discrimination and Bullying supports this clause and provides more detail. Members who have any questions or concerns relating to bullying and discrimination are encouraged to contact their Staff Association delegate or organiser for assistance.

1) What does the EA say about bullying and discrimination?

Clause 9 of the EA commits the Staff Association and CSIRO management to provide a positive working environment by eliminating and preventing workplace discrimination and bullying and other forms of unacceptable behaviour. This includes behaviour such as direct and indirect discrimination, bullying, harassment, intimidation, threats and physical violence in the workplace.

2) What is workplace bullying?

The following list is not exhaustive but contains examples of behaviour that may constitute bullying:

- overbearing or abusive behaviour towards staff;
- threats of, or actual assault;
- sexual harassment
- unjustified and unnecessary comments about a person's work or capacity for work;
- abuse of management or supervisory power such as:
 - excessive and unreasonable work scrutiny;
 - inappropriate or unreasonable criticism of someone's work or behaviour;
 - constantly and inappropriately changing and/or setting impossible deadlines, tasks or targets;
 - inappropriate or unreasonable blocking of promotion, training, development or other work opportunities; and
 - branding as a troublemaker a person who raises legitimate workplace grievances, and taking no action to address the grievance.
- 'Upwards bullying' where staff bully managers for example by spreading rumours, making snide remarks, purposely skipping meetings and missing deadlines, ignoring the manager's views and opinions.
- Abusive, rude, belittling, intimidating, sarcastic comments in person or via phone calls, emails, notes etc;
- Inappropriate interference with a person's workspace, work materials, equipment or personal property;
- publicly belittling someone's opinions, or dismissing their contribution without good reason, including in front of clients and work colleagues;
- disparaging remarks about malingering made to other staff;
- inappropriate practical jokes played on people;
- baiting or unreasonable teasing; and
- dismissive treatment.

3) What does not generally constitute workplace bullying?

The Staff Association recommends that staff always seek qualified advice before making judgements on bullying. However, generally the following does not constitute bullying:

- reasonable management decisions, discussions or actions, as long as they are accurate, constructive, courteous; are not humiliating or threatening; and are conducted in a confidential manner; or
- occasional differences of opinion, conflicts and occasional working relationship issues that are part of working life (in an environment that is safe and healthy).

4) What should I do if I believe I am being bullied or discriminated against?

The first step is to seek advice and become aware of your rights and the procedures outlined in the Preventing Workplace Discrimination and Bullying policy. Your local Equity Contact Officer, Health and Safety Representative or Staff Association delegate can provide assistance.

5) What options do I have to prevent bullying or discrimination continuing?

There are a number of options ranging from mediation and informal resolution; the lodgement of a formal grievance; the notification of a dispute; or the submission of a formal complaint to the Australian Human Rights Commission. By seeking advice you will be able to determine which option is the most appropriate for your circumstance.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cspu.org.au or visit www.csirostaff.org.au

KNOW YOUR RIGHTS

Important points

- CSIRO management have a commitment to eliminating and preventing workplace discrimination, bullying and other forms of unacceptable behaviour.
- Behaviours can include direct and indirect discrimination, bullying, sexual harassment, intimidation, threats and physical violence.
- In general terms, bullying does not include reasonable management discussions and actions or occasional difference of professional opinions.
- Employee assistance can be sought from Equity Contact Officers, Health & Safety Representatives and Staff Association



APPLICATION FOR MEMBERSHIP



I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: _____ **SURNAME:** _____ **FIRST NAME:** _____

DR/MR/MRS/MS/MISS (Circle one) **D.O.B:** _____ **M / F** (Circle one) **ATSI ORIGIN YES / NO** (Circle one)

BUSINESS UNIT: _____ **LOCATION:** _____

CSIRO LEVEL/ STEP: _____ **FULL or PART TIME** (Circle one) **TENURE: INDEFINITE or SPECIFIED** (Circle one)

HOME ADDRESS: _____

POSTAL ADDRESS: _____

WORK EMAIL: _____

HOME EMAIL: _____

PH (Mob): _____ **(Work):** _____ **(Home):** _____

SIGNATURE: _____ **DATE:** _____

Please complete the bottom section of the form, then hand it to your delegate, email to csstaff@cpsu.org.au or post to: CSIRO Staff Association, Level 7, 350 Queen Street, Melbourne Vic 3000

FOR YOUR INFORMATION

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks' notice, in writing, to the union.

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members' personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at www.cpsu-csiro.org.au or by calling us on (03) 8620 6348.

AUTHORISATION FOR PAYROLL DEDUCTION

TO: THE CSIRO PAY OFFICER

Please credit 0.65% of my salary to Bank Australia from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to Bank Australia and should remain in force until further notice.

The amount to be deducted and credited to Bank Australia may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

CSIRO IDENT: _____ **SURNAME:** _____ **FIRST NAME:** _____

D.O.B: _____ **WORK EMAIL:** _____

CSOF LEVEL/STEP: _____ **LOCATION:** _____

SIGNATURE: _____ **DATE:** _____

✂ _____

Sign up here for regular updates and to be contacted by the CSIRO Staff Association

Name: _____ Email: _____

Mobile: _____ Delegate: _____ Workplace: _____

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members' personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at www.cpsu-csiro.org.au or by calling us on (03) 8620 6348.