



Prevention of Bullying, Harassment and Discrimination Policy

Introduction

At Launnie Care Services, we are committed to providing person-centered care that respects the unique needs, preferences, and values of each participant. Our approach focuses on empowering individuals to make informed decisions about their care and support, while promoting dignity, autonomy, and independence. This policy outlines our dedication to person-centered care and the principles that guide our interactions with participants.

Purpose

This policy aims to create a positive and respectful workplace culture that is free from bullying, harassment, and discrimination. It is designed to protect the rights and dignity of all staff, volunteers, and participants.

Scope

This policy applies to all staff, volunteers, and contractors working for or on behalf of the organisation. It covers all interactions within the workplace, including those with participants, colleagues, and clients.

Definitions

- **Bullying:** Repeated behaviour that is intended to hurt or harm someone.
- **Harassment:** Unwanted behaviour that is offensive or humiliating.
- **Discrimination:** Treating someone unfairly because of their personal characteristics.

Participant Rights

The organisation is committed to upholding the rights of all participants, as outlined in the NDIS Practice Standards. These rights include:

- **Respect:** To be treated with dignity and respect.
- **Choice and Control:** To make informed choices about their own lives and support.
- **Privacy:** To have their personal information protected.
- **Safety:** To be protected from harm and abuse.

Responsibilities

Employee Responsibilities:

- **Respectful Conduct:** Treat all colleagues, participants, and clients with respect.
- **Zero Tolerance:** Adhere to a zero-tolerance approach to bullying, harassment, and discrimination.



- Reporting: Report any incidents of bullying, harassment, or discrimination to a supervisor or designated person.
- Cooperation: Cooperate fully with any investigations into allegations of bullying, harassment, or discrimination.

Management Responsibilities:

- Policy Implementation: Ensure the policy is implemented and understood by all staff.
- Training and Education: Provide regular training to staff on bullying, harassment, and discrimination prevention.
- Investigation and Response: Conduct thorough investigations into any allegations of bullying, harassment, or discrimination.
- Support and Counseling: Provide support and counseling to affected individuals.
- Disciplinary Action: Take appropriate disciplinary action against any staff member found to have engaged in bullying, harassment, or discrimination.

Implementation

- Training: All staff will undergo mandatory training on this policy and related workplace behaviour.
- Communication: The policy will be communicated to all staff, volunteers, and contractors.
- Documentation: Documentation related to bullying, harassment, and discrimination complaints will be maintained in accordance with organisational policies and legal requirements.
- Review and Update: The policy will be reviewed annually to ensure its effectiveness and alignment with current best practices and legal requirements.

Compliance and Accountability

- Compliance with NDIS Standards: The organisation will ensure compliance with all relevant NDIS Practice Standards and regulations.
- Accountability: All staff are accountable for adhering to this policy and reporting any breaches.
- External Reporting: The organisation will report any serious incidents of bullying, harassment, or discrimination to relevant authorities.
- Internal Reporting: A confidential reporting mechanism will be established for staff to report concerns.
- Disciplinary Action: Appropriate disciplinary action will be taken against any staff member found to have breached this policy.



By adhering to this policy, the organisation aims to create a positive and inclusive workplace culture where everyone feels safe, respected, and valued.

Conclusion

At Launnie Care Services, person-centered care is at the heart of everything we do. We are committed to empowering participants, honoring their choices, and promoting their well-being through individualized care and support. By embracing the principles outlined in this policy, we uphold our commitment to excellence and ensure that each participant receives the compassionate and personalized care they deserve.

For any questions or further clarification on this Prevention of Bullying, Harassment and Discrimination Policy , please contact your supervisor or the Quality Assurance Manager.

Acknowledgement

I, _____, have read, understood, and agree to abide by the Launnie Care Services Prevention of Bullying, Harassment and Discrimination Policy.

Signature: _____

Date: _____