

BULLYING POLICY



1.0 OVERVIEW

Melbourne Victory Limited (**Melbourne Victory, Victory, Club**) is committed to providing a safe and respectful environment for employees and community, free from all forms of bullying. All Melbourne Victory employees are required to treat others with dignity, courtesy, and respect. Workplace bullying is unlawful. It is the obligation and responsibility of every employee to ensure that the workplace is free from bullying and such behaviour is unacceptable, unlawful, and will not be tolerated under any circumstances.

This Policy sets out what conduct will constitute bullying and what you can do if you experience bullying.

2.0 SCOPE OF POLICY

This Policy is applicable to all Melbourne Victory employees (whether employed on a full-time, part-time, fixed-term or casual basis) including managers and supervisors. It also applies to players, volunteers and contractors engaged by Melbourne Victory and any employees and contractors of Melbourne Victory FC Academy Limited (**Academy Entity**).

A reference to Melbourne Victory, Victory or the Club in this Policy is to include a reference to the Academy Entity.

3.0 WHAT IS BULLYING?

Melbourne Victory expressly prohibits bullying at work. Bullying is unacceptable and will not be tolerated under any circumstances. In addition, Occupational Health and Safety legislation in each State imposes legal responsibilities on both employers and employees in relation to providing a safe workplace. Bullying may amount to a breach of the Occupational Health and Safety legislation and in some circumstances a criminal offence.

Any report of bullying will be treated seriously by Melbourne Victory. Disciplinary action may be taken against anyone found to have engaged in conduct amounting to bullying.

Bullying is repeated, unreasonable behaviour directed towards an employee, or group of employees (or other workplace participants) that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, or threaten.

Bullying can occur wherever people work together. Bullying is not always intentional. Sometimes people do not realise that their behaviour can be harmful to others.

BULLYING POLICY



Examples of bullying include:

- physical assault or threats
- verbal abuse
- initiation rites
- practical jokes
- teasing, sarcasm or insults
- psychological harassment
- excluding or isolating workplace participants
- intimidation
- assigning meaningless tasks unrelated to the job
- deliberately withholding information that is vital for effective work performance
- constant and unwarranted criticism

Bullying may include conduct that occurs in the workplace or in connection with work outside of normal hours, for example, Christmas party or work functions.

Bullying can also occur online via social channels – please refer to our Social Media policy.

It is important to note that reasonable performance management (including counselling and disciplinary action) and the reasonable allocation of work in compliance with Melbourne Victory's systems do not constitute bullying. Performance management processes are necessary to ensure that employees meet Melbourne Victory's expected standards of work and behaviour.

4.0 WHAT TO DO IF YOU EXPERIENCE BULLYING

If you feel that you have been bullied, you should not ignore it. The following steps should be taken:

- If you feel comfortable doing so, you may wish to raise the issue with the person concerned and request that he or she stops engaging in bullying or violent behaviour towards you.
- If you do not feel comfortable confronting the person directly, or if you confront the person and the behaviour continues, then you should go to one of Melbourne Victory's Contact Officers and discuss your complaint.

Melbourne Victory's current Contact Officers are our:

- CEO
- People & Culture Manager; and
- Company Secretary

It is a good idea to make a written note about the behaviour including details of the date and time of the incident, what happened and any witnesses.

Full details of how to make a complaint and details of the process that will be followed are set out in Melbourne Victory's Complaints Procedure.



5.0 POLICY TRAINING AND EMPLOYEE RESPONSIBILITY

- Melbourne Victory will undertake annual compliance training with all staff members to ensure they are aware of their responsibility to provide a bullying-free environment.
- Training will take place as part of onboarding new staff, and at the start of each financial year (i.e., in July each financial year).
- Each manager and supervisor at Melbourne Victory must at all times:
 - model appropriate standards of behaviour
 - take steps to educate and make other people to whom this Policy applies aware of their obligations under this Policy and at law
 - intervene appropriately when they become aware of inappropriate behaviour
 - act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
 - help staff resolve complaints informally
 - refer formal complaints to be handled in accordance with the Complaints Procedure for Melbourne Victory.
- All employees are responsible for:
 - understanding, respecting, and complying with this Policy at all times; and
 - reporting any form of bullying that they may experience or witness in the workplace.
 - Maintaining confidentiality throughout the process.

6.0 DISCIPLINARY ACTION

Any employee, player, volunteer or contractor of the Club identified as engaging in any bullying will be subject to disciplinary action that may include termination of employment.

Melbourne Victory is committed to providing a workplace that is free from bullying where every employee is treated with respect.

If you have any queries about this Policy, please feel free to contact our People & Culture Manager via hr@mvfc.com.au.