



## PREVENTING & RESPONDING TO WORKPLACE BULLYING

**IMPORTANT ACT NOW!!!!**

**\*\*ON-SITE TRAINING\*\***

PINNACLE HR is conducting training for all Managers, Supervisors and Team Leaders in order for them to understand and know how to address any bullying behaviour that may be occurring in their teams.

As of 1 January 2014 employees who are being bullied at work will be able to apply to the Fair Work Commission for an order to stop the bullying. The Fair Work Commission will have to start dealing with the matter within 14 days of the complaint being lodged.

The Draft Preventing and Responding to Workplace Bullying Code of Practice requires that anyone who is responsible for managing workers attend training. The Employer is responsible for ensuring that the workplace is free of any form of Bullying. Failure to do so may result in workers lodging a claim with the Fair Work Commission and compensation and or penalties may result.

### *Topics covered:*

- *What is workplace Bullying*
- *What is not considered to be Workplace Bullying*
- *Who has duties in relation to workplace bullying*
- *What is required to manage the risk of workplace bullying*
- *How to Eliminate and/or Prevent Workplace Bullying –Identifying the hazard, controlling risks*
- *How to conduct a Risk Assessment*
- *How to conduct investigations*
- *Consequences of 'getting it wrong'*
- *Review existing Bullying Policy*
- *The role of the Fair Work Commission*
- *Documentation*

All participants will receive a workbook, handouts and Certificate of Attendance

### **Outcome:**

By the end of the training session attendees will have gained knowledge in how it identify and eliminate Bullying in the workplace and the consequences to organisational effectiveness and business performance.

### **Allow 3 hours per Training session**

**Venue:** On site                      Max 30 participants per session

**Cost:**                      **Members:**                      Metro Area - \$1,400 per session (Ex GST)  
    **Non-Members:**                      Metro Area - \$1,600 per session (Ex GST)  
       **Regional Area - Travel Expenses extra**

If you require further clarification please contact Anna Farrugia on 8232 2820 or [anna@pinnaclehr.com.au](mailto:anna@pinnaclehr.com.au)

**PREVENTING & RESPONDING TO WORKPLACE BULLYING**  
**Training Booking Form**

To book your session(s) for on-site training please complete the form below.  
Please fax this form to PINNACLE HR on 8224 0107 or email to [anna@pinnaclehr.com.au](mailto:anna@pinnaclehr.com.au)

Contact Name ..... Position: .....

Organisation .....

Please tick:  Member  Non-Member

Street Address .....

Phone .....

Fax .....

Email .....

No of sessions required: .....

Preferred Date ..... Time:.....am/pm

Estimate No of Participants per session .....

Preferred Date ..... Time:.....am/pm

Estimate No of Participants per session .....

**List any issues or topics you would like addressed in the session:**

.....  
.....  
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I hereby understand and accept the Terms of Engagement:

.....  
Signature Date

Cost: **Members:** Metro Area - \$1,400 per session (Ex GST)  
Regional Area – Travel Expenses extra

**Non-Members:** Metro Area - \$1,600 per session (Ex GST)  
Regional Area – Travel Expenses extra

**PAYMENT**

Payment can be made via cheque made out to PINNACLE HR or directly credited to National Bank, BSB 085 042, Account 639858737

# **PINNACLE HR TERMS OF ENGAGEMENT**

## **CANCELLATION Policy**

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commence. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

## **GST**

A GST of 10% will be applied to all relevant charges. PINNACLE HR is registered for GST purposes and our ABN is 54 507 165 001. PINNACLE HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

## **Billing**

Our terms of payment are strictly 14 days from the issue date of the invoice and PINNACLE HR reserves the right to recover any outstanding amounts.