# Victimisation policy

1. Background
   * 1. It is every employee's right to be treated with dignity and respect and it is also every employee's responsibility to treat others the same way. The Company is committed to providing a workplace free of all forms of victimisation.
     2. The Company is committed to meeting its legislative obligations relating to victimisation and will take all reasonable, practicable steps to provide and maintain a working environment free from behaviours and actions that may victimise or vilify.
     3. An internal grievance resolution process assists employees to raise issues of concern, and all complaints will be treated confidentially, seriously and sympathetically. No employee will be penalised or disadvantaged as a result of raising any genuine concern or complaint.
     4. This policy applies to all activities, and all those involved in those activities, that take place on work premises and elsewhere, where activities are undertaken in the course of employment, or at work-related activities, such as social functions. This policy includes employees, contractors, customers and visitors
     5. Relevant and appropriate disciplinary action will be taken against anyone found to have breached this policy.
2. Victimisation
   * 1. Victimisation occurs when one person(s) subjects another person to a detriment, or when one person(s) incite hatred, contempt or ridicule in relation to another person or a group of people. The Company considers all victimisation or vilification to be inappropriate and will not tolerate this kind of behaviour.
     2. Victimisation can take many forms, the following are some examples may constitute victimisation or vilification in the workplace:
        1. refusing to work with, or cooperate with, someone because he or she has made a complaint (for example harassment or bullying);
        2. making statements or wearing symbols or attire which incite hatred or intolerance; or
        3. allocating someone all undesirable tasks because he or she has made a complaint.
     3. Genuine operational decisions (such as disciplining someone because of inappropriate workplace behaviour or allocating jobs appropriate to a person’s skills or experience or position), or making a complaint against someone because of a genuine belief that they have engaged in inappropriate conduct, does not constitute victimisation or vilification.
3. What to do if you have a complaint?
   * 1. The Company aims to resolve all complaints about victimisation which may arise at the workplace.
     2. Employees will not be disadvantaged or victimised for making a complaint.
     3. The Company aims to treat all complaints seriously, quickly and as confidentially as is reasonably possible.
     4. If you think you are being victimised, or observe such behavior, you should not ignore the conduct, hoping it will go away. If you can, you should speak to the person responsible for the conduct and ask that person to stop. If you do not feel that you can do this, or it doesn't work, you should talk to any manager.
     5. Any manager may be contacted at any time to discuss any complaint or enquiry, general advice or to discuss any relevant issue.
     6. The Company may also investigate complaints or suspected breaches of this Policy at any time. Depending on the nature of the complaint or suspected breach, it might be appropriate for The Company to make a formal determination about what has happened, and to make a decision about what the consequences should be.
4. Conduct which breaches this policy
   * 1. Conduct which breaches this policy is unacceptable and, depending on the severity and circumstances, may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     2. The Company may take any action it deems necessary or appropriate or necessary to investigate and resolve any complaints or suspected conduct in breach of this policy.
     3. The Company will take appropriate disciplinary action against an employee who is responsible for, or engages in, any form of victimisation.
     4. Disciplinary action might include:
        1. demotion;
        2. a requirement to provide a written or verbal apology;
        3. a formal warning;
        4. a requirement to attend training or counseling; and
        5. dismissal.
5. Further information

If you require additional information, please speak with your manager.