# Harassment and bullying policy

1. Application
   1. Right to dignity and respect
      1. It is an employee’s right to be treated with dignity and respect, and it is an employee’s responsibility to treat others the same way.
      2. In this policy, the term “employee” includes employees, workers, contractors, outworkers, apprentices, trainees, work experience students and volunteers.
   2. Application of policy
      1. The Company is committed to providing a workplace free of all forms of harassment and bullying, as prescribed by Commonwealth and state legislation. The Company is committed to meeting its legislative obligations relating to harassment and bullying, and will take all reasonable, practicable steps to provide and maintain a working environment free from these behaviours.
      2. This policy applies to all activities, and all people involved in those activities, that take place on work premises and where activities are undertaken in the course of employment, or at work-related activities, such as social functions. This policy covers employees, contractors, customers and visitors.
      3. An internal grievance resolution process assists employees to raise issues of concern. 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. Relevant and appropriate disciplinary action will be taken against anyone found to have breached this policy.
2. Harassment
   1. What is harassment
      1. Harassment is unwelcome behaviour which:
         1. offends, humiliates or intimidates another person; or
         2. is likely to offence, humiliate or intimidate another person.
      2. The fact that no offence is intended by the behaviour does not mean that harassment has not occurred. If the behaviour has the effect of being offensive, humiliating or intimidating, that is usually enough.
      3. Harassment may occur as a single act, a series of incidents, or persistent innuendos or threats. It can take many forms, be silent or loud, subtle or openly hostile, and it may be private or public.
   2. Examples of harassment

The following examples may constitute harassment in the workplace:

* + 1. swearing in the workplace;
    2. gossiping about a person;
    3. making, circulating or displaying jokes containing inappropriate or offensive content;
    4. intrusive enquiries into another person's personal life, including his or her religion, family or private matters;
    5. constantly monitoring what someone else is doing, giving negative criticism or "nitpicking";
    6. openly displaying pictures, posters, graffiti or written materials which might be offensive to some; and
    7. communications via phone, email or computer networks which are threatening, abusive or offensive to others.

1. Sexual harassment
   1. What is sexual harassment?

Sexual harassment is any unwelcome conduct of a sexual nature which a reasonable person would find offensive, humiliating or intimidating. It may be physical, verbal, nonverbal or written.

The Company is committed to maintaining a working environment which is free from sexual harassment. The Company regards sexual harassment as a serious issue and aims to treat any complaints in a sensitive, fair and confidential manner.

* 1. Examples of sexual harassment
     1. Sexual harassment may take various forms, such as:
        1. sexual advances and requests for sexual favours;
        2. inappropriate physical contact or unnecessary familiarity;
        3. offensive comments on physical appearance, dress or private life;
        4. lewd jokes;
        5. public display of pornography in the workplace, including on the internet by email, or on mobile phones;
        6. wolf whistling;
        7. unsolicited physical contact, such as patting or pinching;
        8. public display of nudity; and
        9. sexual violence, indecent or sexual assault.
     2. Some of the above may also amount to a criminal offence.
     3. Sexual harassment often relates to a misuse of power to create an unequal working relationship.

This policy is not about prohibiting friendships at work or genuine consenting relationships. Sexual harassment must not be confused with conduct that has the consent of all involved. Behavior that is based on mutual attraction, friendship and respect is not likely to constitute sexual harassment as long as the interaction is consensual and reciprocated

However, certain conduct that may be tolerated socially could constitute sexual harassment in the workplace when it is unwelcome.

1. Bullying
   1. What is bullying?
      1. Workplace bullying is a form of harassment. It includes repeated, unreasonable behaviour that demeans, intimidates, victimises, threatens or humiliates people, either as individuals or as a group.
      2. Bullying is not necessarily related to an attribute a person has. Bullying may involve a risk to the work, health and safety of employees.
   2. Examples of bullying

Workplace bullying includes, but is not limited to, behaviours such as:

* + 1. verbal abuse, threats, sarcasm or other forms of demeaning or intimidating language or communication;
    2. psychological harassment;
    3. physical intimidation;
    4. putting employees through initiation rituals;
    5. deliberate change of work duties for the purpose of victimisation;
    6. sabotage of another person’s work;
    7. placing unreasonable work demands on people;
    8. ridiculing another's opinion;
    9. exclusion from work activities of which the person would reasonably expect to be a part; and
    10. threatening to take unjustified action against a person unless he or she complies with unreasonable requests.
  1. What bullying does not include

Bullying does not cover situations where an employee feels aggrieved about legitimate and reasonable:

* + 1. performance management processes;
    2. disciplinary action in line with company policy; and
    3. allocation of work in compliance with systems and role requirements.

1. What to do if you have a complaint (experienced or witnessed)?
   * 1. The Company aims to resolve all complaints or suspected conduct of harassment and bullying which may arise at the workplace.
     2. The Company aims to treat all such complaints seriously, quickly and as confidentially as is reasonably possible.
     3. If you think you are being harassed or bullied, 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 about your concerns.
     4. Any manager may be contacted at any time to discuss any complaint or enquiry, general advice or to discuss any issue.
     5. 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.
2. Conduct which breaches this policy
   * 1. Conduct which breaches this policy is unacceptable. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular individuals 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 harassment or bullying.
     4. Disciplinary action might include any of:
        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.
3. Further information

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