

1. Discrimination, Bullying & Harassment Policy

1. Purpose and Scope

- 1.1 [COMPANY NAME] ('the Company') has created this policy with the objective of ensuring a workplace that is free from unlawful discrimination, bullying and harassment.
- 1.2 This policy applies to all Company employees and contractors.
- 1.3 The Company is committed to:
 - creating and maintaining a working environment that is free from discrimination, bullying and harassment and where all workers are treated with dignity, courtesy and respect;
 - implementing training and awareness raising strategies to ensure that all workers know their rights and responsibilities;
 - providing an effective procedure for complaints;
 - treating all complaints in a sensitive, fair, timely and confidential manner;
- 1.4 Inappropriate behaviours of the type covered by this policy are prohibited in any work related context, including conferences, work functions, office parties, business trips, and in interactions with clients.

2. Unlawful Discrimination

- 2.1 Unlawful discrimination is the less favourable treatment of an individual or group of people because of a protected attribute held by that person.
- 2.2 Discrimination on the basis of one or more of the following protected attributes is prohibited by law:
 - sex;
 - colour;
 - sexual orientation;
 - political belief or activity;
 - disability;
 - irrelevant medical or criminal record;



- race;
- age;
- gender identity;
- marital status;
- religion; or
- pregnancy.

3. Bullying

3.1 Bullying may be defined as repeated, unreasonable behaviour directed toward a person, or group of persons, that creates a risk to health and safety.

3.2 Bullying can take many different forms and may include either physical or psychological intimidation or harassment. Where repeated, the following types of behaviour may be considered bullying;

- verbal abuse;
- psychological harassment;
- excluding or isolating employees;
- intimidation;
- physical violence;
- deliberately changing work practices or rosters to inconvenience particular individuals;
- deliberately sabotaging or impeding work performance;
- deliberately interfering with mail or other communications;
- tampering with personal effects or work equipment; or
- assigning meaningless tasks unrelated to a person's job.

4. Harassment

4.1 Harassment is any form of behaviour that is unwelcome that may offend, humiliate or intimidate.

Sexual Harassment



4.2 Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated or offended, in circumstances where a



reasonable person would have anticipated that the other person would be offended, humiliated or intimidated.

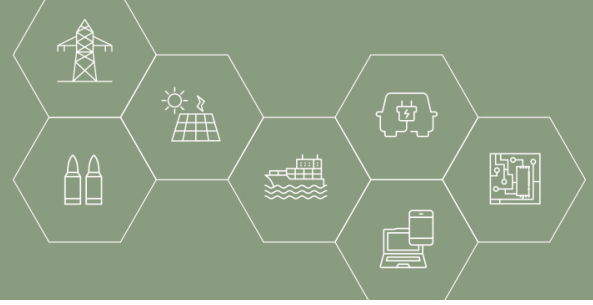
- 4.3** Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, intrusive questions about a person's private life, or the display or communication of offensive material. Unlike 'bullying', sexual harassment does not have to be repeated behaviour.
- 4.4** Sexual harassment is against the law. Behaviour of this type is prohibited by legislation, including the Sex Discrimination Act 1984 (Cth) and Anti-Discrimination legislation in every State and Territory.

5. Policy

- 5.1** The Company is committed to maintaining an environment that is free from discrimination, bullying and harassment.
- 5.2** Procedures for resolving complaints of discrimination, bullying and harassment have been developed by the Company to ensure that:
- issues are dealt with as they arise in a confidential, sensitive and expedient manner;
 - all employees involved are treated fairly and reasonably and are supported and kept informed as far as practicable;
 - resolutions are fair, consistent and soundly based and, as far as practicable, satisfy the requirements of the employees involved; and
 - there is no recurrence of the alleged behaviour or practice.
- 5.3** The Company will ensure that any employee who makes a complaint will not be unfairly treated or suffer any reprisals, directly or indirectly, as a result of their lodging a dispute or grievance informally or formally.

6. Complaint Management

- 6.1** Any person who feels that they have been subject to unlawful discrimination, bullying or harassment should either:
- attempt an informal resolution of the matter by discussing the matter with the person(s) concerned although there is no onus on the individual to do this before using these procedures; or
 - seek to resolve their complaint through the Company's formal complaint resolution arrangements.



- 6.2** Where a person feels that they need to make an anonymous complaint, or if they believe they have not received an adequate response to a complaint which has been made, a complaint may be made directly to the following agencies:
- a. For Bullying Complaints:
 - The Fair Work Commission (website: www.fwc.gov.au)
 - b. For Sexual Harassment or Discrimination Complaints:
 - Queensland – Queensland Human Rights Commission (www.qhrc.qld.gov.au)
 - New South Wales – Anti-Discrimination Board of NSW (www.antidiscrimination.nsw.gov.au)
 - Victoria – Victorian Equal Opportunity and Human Rights Commission (www.humanrights.vic.gov.au)
 - South Australia – Equal Opportunity Commission (www.eoc.sa.gov.au)
 - Western Australia – Equal Opportunity Commission (<https://www.wa.gov.au/service/community-services/social-justice-and-equity/make-discrimination-and-harassment-complaint>)
 - Northern Territory – Anti-Discrimination Commission (www.adc.nt.gov.au)
 - Tasmania – Equal Opportunity Tasmania (www.equalopportunity.tas.gov.au)
 - OR for all States, the Human Rights Commission (www.humanrights.gov.au)

7. Criminal Conduct

7.1 In addition to the informal and formal complaint resolution arrangements outlined above a complaint alleging criminal conduct, regardless of whether the alleged perpetrator is an employee or not, may be referred to the Police Service for investigation.

- 7.2** Subject to the nature of the incident or complaint it may be appropriate to:
- immediately terminate or suspend the employee(s) involved after due and appropriate enquiry;
 - notify the perpetrator's employer; and
 - in consultation with the complainant, refer the matter to the Police Service in



the relevant State or Territory.

8. False Complaints

- 8.1** If you bring a complaint of bullying or harassment you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

9. Disciplinary Policy

- 9.1** The Company's Discipline Policy applies to any breach of this Policy.

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