

## Bullying and Harassment Policy

### Scope

The contractor is committed to providing and maintaining a safe and equitable workplace for all workers, sub-contractors, outworkers, students gaining work experience, and volunteers in the workplace in compliance with the national anti-bullying law.

### Purpose

#### Workplace Bullying

Workplace bullying is defined by the *Safe Work Australia – Guide for preventing and responding to workplace bullying* as a people or a group of people “show repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety.

Workplace bullying may involve, but is not limited to any of the following:

- a) Abusive, insulting or offensive language or comments
- b) Behaving aggressively
- c) Unjustified criticism or complaints
- d) Pressuring someone to behave inappropriately
- e) Deliberately excluding someone from workplace activities
- f) Withholding information that is vital for effective work performance
- g) Setting unreasonable timelines or constantly changing deadlines
- h) Setting tasks that are unreasonably below or beyond a person’s skill level
- i) Denying access to information, supervision, consultation or resources to the detriment of the worker
- j) Spreading information or malicious rumours
- k) Teasing or practical jokes
- l) Changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

### Harassment

Harassment is a behaviour that is unwelcome or unwarranted directed towards a person that would make that person feel insulted, humiliated or intimidated.

### Accountability

The following are the responsibilities of relevant persons under this policy:

- a. The Site Supervisor is responsible for:
  - I. The promotion and implementation of this policy
  - II. Ensuring that the workplace is free from bullying and harassment
  - III. Identifying and eliminating or minimalizing potential workplace bullying or harassment

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- b. Workers, sub-contractors and other persons in the workplace are responsible for:
  - I. Maintaining a professional workplace environment by carefully considering their own behaviour and its possible effects on others
  - II. Recognising their individual role in developing and maintaining a harmless workplace environment
  - III. Ensuring that any allegations relating to bullying and harassment are made honestly and not maliciously or to impede legitimate disciplinary action.

**Actions**

The contractor encourages all workers, sub-contractors and other persons in the workplace who experience bullying and/or harassment, or who see someone else being bullied and/or harassed, to inform the site supervisor of the incident.

The site supervisor will ensure that:

- a. Actions and recommendations arising from cases of bullying and/or harassment are implemented in a timely manner
- b. All actions taken to manage a bullying and/or harassment complaint are appropriately documented.

All reports of bullying and/or harassment will be investigated promptly, confidentially and impartially.



Dean Luland  
Managing Director

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