**WORKPLACE BEHAVIOUR POLICY**

**AND PREVENTION OF DISCRIMINATION, HARASSMENT, SEXXUAL HARRASSMENT**

**AND BULLYING**

The Company is committed to equality and providing a workplace free of discrimination, harassment, sexual harassment, bullying by actively promoting policy and monitoring the workplace. Behaviour that is discriminatory, harassing or bullying like will not be tolerated.

The aim of this policy is to ensure all employees understand Company’s expectations pertaining to acceptable behaviour both at work and whilst undertaking associated activities.

**Legislation**

This policy supports compliance with Federal and State legislation relating to this subject matter as updated from time to time including the Fair Work Act 2009, Occupational Health and Safety Act 2004 and Victorian Equal Opportunity Act 2018.

**Responsibilities**

It is the primary responsibility of the Company, Management and employees in a position of authority to monitor and proactively maintain a working environment free from discrimination, harassment, sexual harassment and bullying, including cyber bullying, stalking, violence and victimisation.

Employees must behave in a professional manner, treat each other with respect in order to maintain a safe work environment for all employees.

To comply with this policy employees must not, in person or via any other form of activity bully, harass, sexually harass or discriminate others in the workplace.

## **Discrimination**

Unlawful discrimination occurs when a person treats or proposes to treat another person less favourably owing to a protected attribute. This is known as direct discrimination. Protected attributes include but are not limited to age, disability/impairment, sex, parent or carer status and race.

**Harassment and Sexual Harassment**

Unlawful harassment occurs when a offends, humiliates or intimidates another person because of one of the protected attributes. Sexual harassment must be of sexual nature and unwelcome toward the other person.

**Bullying**

Workplace bullying is repeated, unreasonable behaviour directed toward an employee or workers, or group of employees or workers that creates a risk to health and safety. Workplace bullying can also be in the form of cyberbully using technology.

**Occupational Health and Safety**

Employees must comply with occupational health and safety legislation and Company health and safety policies and procedures. Employees must take care not to put themselves or others at risk through unsafe practices or inappropriate behaviour.

The Company has a duty of care to prevent and mitigate risk in relation to any hazard or risk which includes the behaviours under this policy.

**Complaints**

Complaints may be verbalised or put in writing to an employee’s supervisor, manager or more senior manager.

Management will treat all concerns and complaints promptly and depending upon the circumstances may investigate internally or appoint an external independent investigator. The employee raising the complaint will be advised accordingly as will the employee subject to the complaint. An employee subject to a complaint may be stood down on full pay during the investigation process.

Employees will not be disadvantaged by lodging a complaint. Where a complaint is substantiated, the outcome may result in disciplinary action up to and including termination of employment.

**Vexatious Complaints**

Any employee making up a complaint may be subject to disciplinary action.

**Victimisation**

Employees who raise a complaint or support another employee during a complaint, will not be victimised, or treated unfavourably.

**Policy Approver:** Insert Title