



Harassment, Bullying, Discrimination and Grievance Policy

Goals

This policy shows:

- our commitment to providing a workplace free of harassment, bullying and discrimination, and reducing the risks to workers, contractors and visitors;
- our commitment to complying with the requirements of the applicable legislation as well as ethical and moral obligations to our employees;
- how we will deal with harassment, bullying and discrimination and their effects in the workplace, and;
- how we will deal with employee grievances in the workplace.

Definitions

Harassment

Harassment is unwelcome behaviour which does, or is likely to, offend, humiliate or intimidate another person. The fact that no offence was intended does not mean that harassment has not occurred. If the behaviour has the effect of being offensive, humiliating or intimidating, that is usually enough. Harassment may occur as a single act, or as a series of incidents, persistent innuendos or threats. It can take many forms: it may be silent or loud, subtle or openly hostile, and it may be private or public.

The following examples may constitute harassment in the workplace:

- Swearing in the workplace
- Gossiping about a person
- Making, circulating or displaying jokes containing inappropriate or offensive content
- Intrusive enquiries into another person's personal life
- Constantly monitoring what someone else is doing, giving unwarranted negative criticism
- Openly displaying pictures, posters, graffiti or written materials which might be offensive to some; and/or
- Communications via phone, email or computer networks which are threatening, abusive or offensive to employees.

Sexual harassment

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in any other unwelcome conduct of a sexual nature in relation to another person.

Sexual harassment may take various forms such as (some may also amount to a criminal offence):

- Sexual advances and requests for sexual favours;
- Inappropriate physical contact or unnecessary familiarity;
- Offensive comments on physical appearance, dress or private life; lewd jokes;
- Public display of pornography in the workplace, including on the internet by email, or on mobile phones.
- Wolf whistling;
- Unsolicited physical contact, eg. patting or pinching;
- Public display of nudity;
- Sexual violence; and/or
- Indecent or sexual assault.

Sexual harassment is not about prohibiting friendships at work or genuine consenting relationships. It often relates to a misuse of power to create an unequal working relationship.

Bullying

Workplace bullying is a form of harassment defined as repeated, unreasonable behaviour that demeans, intimidates, victimises

Workplace bullying is a form of harassment defined as repeated, unreasonable behaviour that demeans, intimidates, victimises, threatens or humiliates people, either as individuals or as a group.

Bullying is not necessarily related to an "attribute" a person has. Bullying may involve a risk to the health and safety of employees. Workplace bullying includes behaviours such as:

- Verbal abuse, threats, sarcasm or other forms of demeaning or intimidating language or communication;
- Psychological harassment;
- Physical intimidation;
- Putting employees through "initiation rituals";
- Deliberate change of work duties for the purpose of victimization;
- Sabotage of another's work
- Placing unreasonable work demands on people;
- Ridiculing another's opinion;
- Exclusion from work activities of which the person would reasonably expect to be a part; and
- Threatening to take unjustified action against a person unless that person complies with unreasonable requests

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

- Performance management processes;
- Disciplinary action in line with company policy; or
- Allocation of work in compliance with systems and role requirements

Discrimination

Discrimination is when somebody is treated unfairly because they have, or are assumed to have, a characteristic that is protected by New South Wales or Queensland law. These characteristics include, but are not limited to: [disability](#) (includes [diseases and illnesses](#)), [sex](#) (includes [pregnancy and breastfeeding](#)), [race](#), [age](#), [marital or domestic status](#), [sexuality](#), [being transgender](#), and [carer's responsibilities](#).

Grievance

A grievance is a problem, concern or complaint about work, a person with whom you have contact at work, or the work environment.

Scope

This policy applies to all employees, contractors and visitors at Alfabs Group.

Grievance Procedure

Stage 1: Self-resolution (informal) – this is where you try to resolve the issue on your own, for example, you speak to the person one-on-one or find some way to resolve the issue and move forward

Stage 2: Company intervention (formal) – for whatever reason, sometimes you can't resolve the issue on your own, this most commonly occurs where you have tried but the other party isn't receptive or open to resolution. At this stage the company (usually your Supervisor or Manager) can provide guidance and support and work with you to resolve the issue. You can initiate this process by sending an email or speaking to your Supervisor or Manager.

Stage 3: Resolution outside the workplace – in extremely rare cases a dispute may need to be escalated outside of Alfabs Group when all appropriate steps have been taken within the workplace to resolve the dispute.

If you are uncomfortable speaking to your Supervisor or Manager, you can refer your grievance directly to the Group People Advisor or any Alfabs Group Senior Manager. There is always someone to speak with at Alfabs Group.

Disciplinary action

Conduct that 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(s) involved.

Alfabs shall take appropriate disciplinary action against any employee who is responsible for, or engages in, any form of harassment, bullying or discrimination.

Disciplinary action may include; demotion, a requirement to provide a written or verbal apology, a formal warning, a requirement to attend training or counselling or dismissal.

If anyone is found to breach this policy, management will investigate the matter and, from the outcome of the investigation, take actions they believe to be appropriate. This may include formal disciplinary action or termination.

Complaints

Alfabs Group aims to resolve all complaints which may arise at the workplace. Alfabs Group can only do this if employees tell us about their complaints. We aim to treat all such complaints seriously, quickly and as confidentially as is reasonably possible.

If you think you are being harassed and/or bullied or have a workplace grievance, 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 does not work, you should talk to your manager, or any other suitable person.

A business owner, representative of a business owner or external party may also investigate complaints. Depending on the nature of the complaint and what resolution the employee seeks it might be appropriate for Alfabs Group to make a formal determination about what has happened and to make a decision about what the consequences should be.

Employees who make false or purposefully misleading complaints may face disciplinary action or termination.

Information and support

Alfabs Group will provide training and information about harassment, bullying, discrimination and handling grievances and on the components of this policy.

This policy is subject to the requirements and procedures of federal or state legislation and standards. Where there is an inconsistency, the legislation will prevail.

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