Company Anti-Bullying & Harassment Policy

EQUIP People

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Statement of Commitment

It is the policy of Equip People to maintain a working environment free from all forms of harassment or intimidation. (Refer to the Equip People Code of Conduct). Unwelcome harassment can be physical and/or threatening behaviour, abuse of power, isolation, discrimination, sexual and/or racial harassment. Whichever form the harassment takes, it is in serious violation of our policy and will not be condoned or permitted.

What is Workplace Harassment and Bullying?

Workplace harassment and bullying is likely to affect staff morale and create an unhealthy workplace culture. Harassment can be defined in a number of ways such as: an unwelcome comment, conduct and gesture that is insulting, intimidating, humiliating, malicious or offensive. This might be an isolated incident or on-going, it is unwanted by the recipient even if the harasser is not informed that the behaviour is unwelcome. This will affect the other person's work performance, behaviour or working environment so significantly, that the recipient in some cases is unable to function properly in the course of their employment.

Workplace harassment and bullying is any unwelcome and offensive behaviour of any nature and may include: (This list is illustrative but not exhaustive)

- Conduct that is likely to cause another employee, customer or vendor of the Company embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment;
- Disrupting the work environment through unwanted behaviour;
- Making unwelcome sexual advances including persistent, unwelcome social invitations, emails or telephone calls to colleagues, either at work or at home;
- Directly or indirectly subjecting another person to unwelcome conduct of a threatening nature, including through conversation, action, or through the display of material in either written or electronic form.

For the purposes of this policy workplace harassment and bullying occurs when an employee perpetrates or is subjected to unwelcome and offensive behaviour of any nature and may include: (This list is illustrative but not exhaustive)

- Conduct that is likely to cause another employee, customer or vendor, representative of the employer of the Company embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment;
- Disrupting the work environment through unwanted behaviour;
- Making unwelcome sexual advances including persistent, unwelcome social invitations, emails or telephone calls to colleagues, either at work or at home;
- Directly or indirectly subjecting another person to unwelcome conduct of a threatening nature, including through conversation, action, or through the display of material in either written or electronic form.

Behaviour constitutes workplace harassment and bullying where the person finds it unwelcome; whether or not the person makes it known that they do not like the harassment. As in any area of human interaction, the boundaries of what constitutes workplace harassment and bullying may vary from individual to individual. In addition, an individual may have different boundaries for different relationships. It is the responsibility of all employees to recognise and respect the boundaries set by others.

Harassment and Bullying can occur both on work premises and off work premises and both inside and outside of working hours. However, behaviour will only amount to workplace harassment and bullying in employment if the harassment would not have occurred but for the employment relationship between the harasser and the complainant.

Policy

Any employee who violates this policy will be subject to appropriate disciplinary action up to and including termination of employment.

Complaints Procedure

All complaints of workplace harassment and bullying will be promptly and confidentially investigated by the nominated Equip People Officer (Either the Chief Operating Officer, General Manager or People and Capabilitiy Manager). The procedures for a complaint will be:

- Investigation into the allegations with individuals able to be accompanied by a representative
- Assess and review any written evidence
- Provide support and protection to the complainant to ensure their safety and have a safe reporting environment
- If proved, outcomes managed through the disciplinary process
- Prevention of further incidents.

All complaints will be treated confidentially. The complainant should also treat the matter confidentially.

On receipt of a complaint, the Equip People Officer will:

- Advise the appropriate person and, where relevant, the host client representative of the existence of the complaint; and
- Take immediate steps to prevent as far as practical the repetition of the events that led to the complaints.
- Investigate the matter fully; and
- Interview the employees concerned and any other witnesses relevant to the investigation; and
- Take any further steps as are reasonably practicable to prevent the repetition of the events that lead to the complaint.
- Make recommendations to the appropriate Manager. If the complaint comes directly to the Manager, he/she will follow the above steps, from receipt of a complaint.

If, following the investigation, the Manager has reason to believe that behaviour constituting workplace harassment and bullying took place, they may impose whatever disciplinary action is appropriate given the seriousness of the harassment.

Disciplinary action may include one or a combination of:

- A formal apology to the complainant
- Education on workplace harassment and bullying
- A formal warning
- Termination of employment with notice
- Termination of employment without notice i.e. summary dismissal.
- Throughout the duration of the investigation the Equip People Officer shall keep the complainant fully informed about the progress of the investigation and the outcome of the investigation.