



## **WORKPLACE BULLYING AND HARASSMENT POLICY**

### ***POLICY STATEMENT***

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring that no person is placed at risk to their health and safety from bullying or harassment in the workplace.

### ***AIMS AND OBJECTIVES***

We will ensure the provision of a safe and healthy work environment that is without risks to the well-being of workers by controlling workplace bullying and occupational violence, and ensure that workers are not subjected to harassment in any way while at their place of work.

### ***RESPONSIBILITIES***

We will develop and implement a workplace culture where bullying and violence is not tolerated, and that counselling and disciplinary procedures are in place to deal with instances of bullying and occupational violence that may occur. We will also ensure, so far as is reasonably practicable, that no person within the workplace causes any harassment to another person, and that no harassment of any person occurs in a company workplace.

Line management and supervisors will identify and take appropriate action in any cases of bullying and occupational violence that may occur in areas under their control, and ensure that all parties involved receive appropriate counselling.

We adopt a policy of zero tolerance of all forms of bullying and harassment. This policy will be clearly communicated to all workers, customers and clients, and be supported by regular training and information sessions in workplaces where bullying and occupational violence exists (or has the potential to exist). A range of administrative elements to assist in controlling the risks (including vulnerability audits, reporting systems, and appropriate interventions accompanied by formal evaluation procedures) will be adopted.

A single incident of harassing type behaviour is not considered to be workplace bullying, however, single incidents should not be ignored or allowed. Well-managed intervention in response to single incidents will assist in preventing a potential situation from escalating.

All incidents are to be reported and recorded, and investigative procedures implemented. Any reported cases of harassment must be taken seriously, and immediate action taken to investigate and deal with the issue. Both sides of the case must be listened to, and if verified, acted on to prevent the harassment. Workplaces where a history of violence exists will be monitored to assess the effectiveness of strategies adopted, or whether a need for further intervention exists.

### **AUTHORISED BY**

A handwritten signature in blue ink, appearing to read 'John Chapman', is written over a light blue horizontal line.

**Signed: John Chapman**

**Position: Chief Executive Officer**

**Date: 1<sup>st</sup> July 2018**