
BULLYING AND HARASSMENT POLICY

APPRENTICESHIPS ARE US
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Harassment Policy

Apprenticeships Are Us strongly believe all people have the right to work in an environment which is free of harassment and supports the rights of individuals to object to harassment in their workplace.

We are committed to ensure the working environment is free from harassment and aims to create an environment where all staff members are treated with dignity, courtesy and respect. We do not tolerate any form of harassment under any circumstances and strong disciplinary action will be taken against any employee who breaches this policy. Discipline may include a warning, counselling, demotion or dismissal depending on the circumstances.

The legislation is very specific in outlining what you can and cannot do. It is very important that all Apprenticeships Are Us Board, Management, Staff, apprentices, Host Employers and their employees comply with these provisions. Following is a list of examples of some of the types of harassment that are prohibited by this legislation.

- Jokes or comments told in the presence of people who may be offended on 1 criteria outlined previously. (i.e. race, colour, sex, pregnancy etc.)
- Display of pictures, posters, calendars, graffiti or computer graphics which are offensive or derogatory.
- Expressing negative stereotypes of particular groups (e.g. married women shouldn't be working).
- Judging someone on their potential or religious beliefs rather than their work performance.
- Using stereotypes or assumptions to guide decision making that affects a person's career.
- Undermining a person's authority or work performance because you dislike one of their personal characteristics.
- Unwelcome, offensive or threatening physical contact.

If this or similar behaviour makes you feel:

- offended or humiliated;
- restricted in your own behaviour;
- intimidated or frightened; and/or
- anxious and frustrated,

you are strongly encouraged to take action. Remaining silent, quitting or changing jobs will not solve the problem. The problem rarely goes away and often intensifies.

WHAT IS SEXUAL HARASSMENT

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated or offended. Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour which creates a sexually hostile working environment. Some examples of sexual harassment include:

- uninvited touching;
- uninvited kisses or embraces;
- smutty jokes or comments;
- making promises or threats in return for sexual favours;
- the display of sexually graphic material including posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- repeated invitations to go out after prior refusal;

- flashing or sexual gestures;
- sex based insults, taunts, teasing or name calling;
- touching or playing with a persons clothing;
- request for sex;
- sexually explicit conversation; and/or
- persistent questions or insinuations about a persons private life.

Sexual harassment is not behaviour of mutual attraction, friendship and respect.

WORKPLACE BULLYING POLICY

Apprenticeships Are Us considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

The company believes that all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

Apprenticeships Are Us has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

Apprenticeships Are Us encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

All complaints will be treated seriously and with complete confidentiality, immediate action will be taken to investigate and resolve the complaint.

Action taken may vary according to the particular circumstance and can be dealt with either formally or informally.

Informal procedures emphasise resolution through conciliation of a complaint, and may include speaking to the alleged harasser who will be given the opportunity to respond to all the complaints that have been made and implementing the appropriate outcome. The parties will be permitted to have a support person of their choice with them during any interview.

For further information the following websites provide information for each state:

- **ACT** <https://www.accesscanberra.act.gov.au/app/home#/workhealthandsafety>
- **NSW** <https://www.safework.nsw.gov.au/>
- **Victoria** <https://www.worksafe.vic.gov.au/>

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WHO TO CONTACT

For Apprentices the contact person for bullying at this workplace is your nominated Apprentice Employment Manager.

For all other staff your contact is our WHS & HR Manager who can be contacted (02) 9891 6900 or direct on (02) 8832 4422

HOW TO REPORT CASES OF HARASSMENT/BULLYING

Any employee who has a complaint of harassment or who witnessed workplace harassment or intimidation should bring the matter to the attention of their immediate supervisor. If you feel that your immediate supervisor is not the best person to deal with the complaint, then the matter should be discussed with your Apprentice Employment Manager or the WHS & HR Manager.

Michael Wentworth

Chief Executive Officer

DOCUMENT CONTROL

Version	Authorized by	Authorization Date	Sections	Amendment
1			All	N/A
2	M Wentworth	01.02.2018		Change of CEO