

Apprenticeships
Are Us



**BULLYING AND
HARASSMENT POLICY**

STOP

PURPOSE

Apprenticeships Are Us Ltd 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.

This policy outlines Apprenticeships Are Us Ltd.'s commitment to providing a workplace free from bullying and harassment, in line with the *Fair Work Act 2009*, the *Work Health and Safety Act 2024*, and the *National Standards for Group Training Organisations (Standard 1.4)*. ARU is dedicated to ensuring that all employees, apprentices, trainees, and host employers have clear channels for reporting, and that complaints are managed promptly and fairly.

POLICY

Apprenticeships Are Us Ltd is 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.

In accordance with the *National Standards for Group Training Organisations (Standard 1.4)*, this policy ensures that apprentices, trainees, and host employers are provided with clear and accessible channels for reporting bullying and harassment, and that complaints are managed in a timely and transparent manner. The resolution of these complaints will prioritize the safety and well-being of all parties involved.

This policy is also aligned with the *Fair Work Act 2009 (as amended in 2024)* and the *Work Health and Safety Act 2024*, ensuring that any bullying, harassment, or discrimination claims are handled in compliance with these updated laws. The policy ensures that all complaints are treated fairly, promptly, and in a manner consistent with current legal standards for workplace safety and employee well-being.

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 Businesses, 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 criterion 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.

Apprenticeships Are Us Ltd also ensures that all complaints involving cultural sensitivity and diversity issues are managed with the appropriate respect and understanding, in alignment with the *Racial Discrimination Act 1975* and the *Multicultural NSW Act 2000*. This includes providing culturally sensitive support to individuals from diverse backgrounds who experience harassment or bullying.

This policy is aligned with the *Fair Work Act 2009* (as amended in 2024) and the *Work Health and Safety Act 2024*. All complaints of bullying, harassment, or discrimination will be handled in accordance with these updated laws, ensuring that the complaints process prioritises the safety, well-being, and legal rights of all parties involved.

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 person's clothing;
 - request for sex;
 - sexually explicit conversation; and/or
 - persistent questions or insinuations about a person's private life.

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

As a registered charity with the Australian Charities and Not-for-profits Commission (ACNC), Apprenticeships Are Us Ltd adheres to the *ACNC Governance Standards*. This ensures that the organisation operates transparently,

and that directors and officers meet their responsibilities to act in good faith, protect the safety and welfare of staff and apprentices, and comply with all relevant laws, including those related to harassment and bullying.

ARU is committed to managing all complaints of bullying and harassment with cultural sensitivity. In alignment with the *Racial Discrimination Act 1975* and the *Multicultural NSW Act 2000*, ARU ensures that individuals from diverse backgrounds receive appropriate support and that any complaints involving racial or cultural issues are handled with respect and understanding.

WORKPLACE BULLYING POLICY

Apprenticeships Are Us Ltd 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.

With the increase in digital communication and remote work, Apprenticeships Are Us Ltd recognizes the risk of cyberbullying and online harassment. This includes the inappropriate use of emails, social media, and other online platforms to harass, intimidate, or bully employees, apprentices, or trainees. Cyberbullying will be treated with the same seriousness as face-to-face bullying under this policy, in accordance with the *Cybersecurity Standards Act 2023*.

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 Ltd 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 Ltd 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 circumstances and can be dealt with either informally or formally.

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.

With the increase in digital communication and remote work, ARU recognises the risks of cyberbullying and online harassment. In accordance with the *Cybersecurity Standards Act 2023*, inappropriate use of emails, social media, and other online platforms to harass, intimidate, or bully employees, apprentices, or trainees is strictly prohibited. Cyberbullying will be treated with the same seriousness as face-to-face bullying under this policy.

WHO TO CONTACT

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

Employees, apprentices, and trainees who report bullying or harassment are protected under the Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2024. This ensures that individuals raising concerns are safeguarded from retaliation, victimisation, or any adverse consequences as a result of making a complaint.

If internal complaint procedures do not resolve the issue, the matter may be escalated to external bodies such as SafeWork NSW or the Fair Work Commission, depending on the nature of the complaint. ARU will support individuals throughout this process and ensure compliance with legal obligations regarding external dispute resolution.

All records of complaints will be stored securely and handled in compliance with the Australian Privacy Principles (APPs). ARU is committed to ensuring that personal information related to complaints is protected. Records will be retained for a minimum of seven years, as required under the Privacy Act 1988.

For all other staff your contact is our Head of People & Culture who can be contacted (02) 9891 6900.

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

- **ACT** <https://www.worksafe.act.gov.au/>
- **NSW** <https://www.safework.nsw.gov.au/>
- **VIC** <https://www.worksafe.vic.gov.au/>
- **QLD** <https://www.worksafe.qld.gov.au/>
- **WA** <https://www.dmirs.wa.gov.au/worksafe>
- **SA** <https://www.safework.sa.gov.au/>

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 Head of People & Culture.

Employees, apprentices, and trainees who report bullying or harassment will be protected under the *Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2024*. This ensures that individuals who raise concerns are protected from any form of retaliation or adverse consequences as a result of their complaint.

In cases where internal complaint procedures fail to resolve the issue, the matter may be escalated to relevant external bodies, such as *SafeWork NSW* or the *Fair Work Commission*, depending on the nature of the complaint. Apprenticeships Are Us Ltd will support individuals throughout this process and ensure compliance with legal obligations regarding external dispute resolution.

All records of complaints will be stored securely and handled in compliance with the *Australian Privacy Principles (APPs)*, ensuring that personal information related to complaints is protected. Records will be retained for a period of seven years, in accordance with *the Privacy Act 1988*."

AUTHORISATION

Michael Wentworth



Managing Director

Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1			All	N/A
1.2	M. Wentworth	01/02/2018		Change of CEO
1.3	M. Wentworth	22/05/2023		Cover page
1.4	M. Wentworth	31/10/2024	All	Cover page, minor information update