

BULLYING AND HARASSMENT POLICY

GOALS

Industrylink Training Pty Ltd recognises the right of all people to work in an environment that is harmonious and free from unlawful discrimination or harassment, bullying, and victimisation (collectively known as “Unacceptable Conduct”) at work.

We also recognise the right of people who deal with us during the course of our work not to be subjected to unacceptable conduct.

We are committed to:
treating all people with dignity and respect;
providing our staff, customers and visitors with an environment free from any form of unacceptable conduct; and
taking appropriate action against any staff member who breaches this policy.

The purpose of this policy is to encourage a workplace culture based on Industrylink Training Pty Ltd values and to prevent unacceptable conduct. This policy also sets out the processes and options available to staff who encounter such behaviour.

RESPONSIBILITY

This policy applies to the conduct of everyone working at Industrylink Training Pty Ltd (whether or not they are staff or contractors). This policy applies equally to the treatment of our employees, agents, contractors, customers, clients and visitors.

Definition of bullying and harassing behaviour: This may include (but is not limited to):

- Unwanted physical contact such as patting, hugging, touching or unnecessary familiarity;
- Sexual jokes, suggestive behaviour, sexual innuendo, spoken comments or offensive telephone calls, e-mails;
- Demands for sexual favours or unwanted comments about a person’s sex life;
- Leering, wolf whistles, catcalls and obscene gestures;
- Displays of offensive posters, pictures, graffiti, or pornographic material;
- Racially based jokes or comments;
- Mimicking someone with a disability;
- Isolating someone;
- Unfair or excessive criticism;
- Using aggressive language;
- Initiation ‘rituals’

All staff are expected to consider the impacts their behaviour has on the culture of the workplace and the comfort of internal and external stakeholders either directly or indirectly. Alternatively, if you observe bullying and harassment in the workplace, it is expected that you let your supervisor or CEO know as soon as possible.

RESOLUTION OF THE COMPLAINT

In the majority of circumstances, complaints can be resolved through discussion between the parties concerned either directly or through conciliation by management. The aim of conciliation is to enable both parties to understand each other, and to reach a mutually agreeable settlement of the matter.

After each party is given the opportunity to state their case, a determination will be made by the facilitator as to whether the claim is substantiated. Should this occur, the severity of the harassment or bullying will determine the level of disciplinary action taken against the offender. This may include a warning, counselling on misconduct, and transfer to a position of lower job status and responsibility, or dismissal in some circumstances.

If a claim is not substantiated, each party will be notified of the outcome of investigations and the recommended steps following interviews, to resolve any misunderstanding or miscommunication. Both parties will be advised of their requirement to maintain confidentiality per this policy.

DISCIPLINARY ACTION

Industrylink Training Pty Ltd does not tolerate any form of unlawful discrimination, harassment, bullying or victimisation. Anyone who engages in such unacceptable conduct in breach of this policy will face disciplinary action which may include a verbal or written warning and in serious cases, or cases of repeated behaviour, termination of employment or engagement.

CONFIDENTIALITY

While it is understood that you may want to talk about your situation - whether it be as the victim of bullying and harassment or having been accused of this behaviour – you should not discuss it with your fellow team members, clients, students or other employees.

The principles of a fair and equitable workplace require that all parties to a complaint will have the opportunity to respond to claims made fully and within an appropriate environment. Each employee will be protected from intimidation, victimisation or harassment as a result of filing a complaint or assisting with an investigation. Retaliation and/or breach of confidentiality is a disciplinary offence and will be dealt with immediately.

INFORMATION AND SUPPORT

If a staff member needs to ask any questions about unacceptable conduct please speak with your supervisor or the CEO.

Employee Assistance program:

Employees may use the confidential Employee Assistance Program (EAP) to seek professional counselling on any work related or non-work related matter. EAP services are provided by external providers who have been chosen for their professionalism and the availability of their services in both metropolitan and regional areas. Should you wish to utilise this service, please speak with your manager – you do not need to disclose as to the nature of your visit and your request will be kept confidential.

Policy reviewed on 12 May 2016

Policy written by Alison Lovell – HR & Compliance Officer on 30th May 2012

Policy authorised by Shareholders (Tony Kennedy, Neil Bigg, Stephen McMullen, Neil Sculthorpe and Michael Harvey) 30- May 2012