

Bullying & harassment policy

Purpose

This policy is designed to demonstrate our responsibility to making sure our workers are aware of our commitment to minimise the risk of being exposed to bullying and harassment in our workplace.

It is important, therefore, that we promote a clear message that bullying is unacceptable in the workplace. We want to make sure that all the workers are aware that we have established anti-bullying procedures, know the process for the reporting and have an understanding that any report of this type of behaviour will be dealt with in a proper manner.

Scope

Throughout Australia, it is against the law for you to be bullied or harassed on the following basis:

- sex - which includes unwelcome explicit comments, touching or requests that make you uncomfortable
- pregnancy
- race (including such things as colour, nationality, ethnic descent and ethnic background)
- marital status or
- disability (including physical, intellectual or psychiatric disability; and including actual, perceived, past, present or future disability)
- ethno-religion
- homosexuality (actual or perceived)
- transgender (trans sexuality, actual or perceived)

It is also against the law for you to be harassed because of any of your relatives', friends' or colleagues' sex, pregnancy, race, marital status, disability, ethno-religion, homosexuality, transgender or age.

Our role

Prism Consultancy Solutions has health & safety management processes to assist in compliance with the Work Health & Safety legislation and the Fair Work Act Amendment Act which commenced on 1 January 2014. This policy includes providing workers with information, supervision and training in the nature of and how to respond to bullying and harassment in the workplace.

Prism Consultancy Solutions will treat all reports of bullying or harassment seriously and will investigate promptly, confidentially and impartially. When we identify risk factors, we will introduce appropriate measures to deal with the risk.

We will take disciplinary action against anyone who harasses an individual or group of individuals. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

You can obtain additional information from your supervisor or the Managing Director of Prism Consultancy Solutions.

Worker's responsibilities

Workers are to report incidents involving workplace bullying or harassment to their supervisor/manager or the health & safety representative (HSR), if one is elected.

Individually, or as a group, you are not to harass, bully, intimidate or abuse (either physically or verbally) any other individual or group of individuals in our workplace. Disciplinary action may be taken in the event of your failure to comply with our policy.

Procedures

We have procedures to manage our obligations in relation to the risks of bullying and harassment in the workplace and these will be actioned by your supervisor or manager and include:

- *Health & safety - Bullying & harassment – Manage Bullying & Harassment*
- *Health & safety - Bullying & harassment – Informally or formally manage incident*

This policy will be reviewed in 12 months or when changes are made to our Health & safety Management System. If you have any questions about this policy please ask your supervisor or manager.



Authorised by Nishi Chhabra - Managing Director

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