

## **WORKPLACE HARASSMENT AND CONFLICT MANAGEMENT POLICY**

We are committed to a harmonious and productive work environment. Workplace discrimination and harassment are unacceptable and will not be tolerated under any circumstances.

Harassment is ANY unwelcome or offensive behaviour, which has no function in the workplace and which intimidates, offends or humiliates the person or persons being harassed.

If you feel you are being discriminated or harassed we encourage you to tell the person or people that the behaviour is unwelcome or offensive. Then report the incident or behaviour to your supervisor.

If your supervisor is the source of the problem report it to the Business Manager. If the Business Manager is the source of the problem, report it to the Administrator / HR Manager. If the Administrator / HR Manager is the source of the problem, report it to a Queensland Government Workplace Health and Safety inspector.

Wherever possible, disputes will be resolved quickly and informally. All reports of discrimination or harassment will be dealt with in a sympathetic and confidential manner to help achieve fair hearings of the allegations and reducing the risk of defamatory action. No employee is to be victimised for making allegations of discrimination or harassment.

We expect our employees to treat each and every member of the company in a respectful and courteous manner. Non-compliance with this policy will result in disciplinary action and employees need to be aware they will be held legally responsible for their unlawful acts.

This policy applies to all employees, contractors and the dealings we as a company have with clients, customers and other businesses.

Policy review date: \_\_\_\_\_