



WORKPLACE HARASSMENT AND CONFLICT MANAGEMENT POLICY

AIM

Work Structures Pty Ltd is committed to a harmonious and productive work environment. Workplace discrimination and harassment are unacceptable and will not be tolerated under any circumstances.

BACKGROUND

As well as being unlawful, harassment can lead to increased absenteeism, decreased productivity and tension in the workplace.

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

POLICY

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.

Employees who feel that they are being discriminated or harassed will be encouraged to tell the person or people that the behaviour is unwelcome or offensive. If the behaviour continues then the incident or behaviour should be reported to the supervisor.

If the supervisor is the source of the problem then it should be reported to the Office Manager. If the Office Manager is the source of the problem then it should be reported to the General Manager.

If the General Manager is the source of the problem it can be reported to a Workplace Health and Safety inspector or Industrial Relations inspector.

Co-workers will be treated 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.