

Sexual Harassment, Discrimination & Workplace Bullying Policy

- 1. Purpose of the policy/
Policy Statement**

The purpose of this policy is to support Cultural Infusion (CI) as a workplace that is free from all forms of harassment, discrimination and bullying to ensure CI:

 - attracts & retains the best possible employees
 - is a safe, respectful and flexible working environment
 - delivery of service processes are safe, respectful and reasonably flexible
- 2. Detailed Policy Statement**

CI is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint of a harassment, discriminative or bullying nature.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all employees.

This policy applies to conduct that takes place in any work-related context, including conferences, work functions, social events and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of harassment, discrimination and bullying.

CI acknowledges that everyone covered by the scope of this policy must be informed of this policy and to have readily access to the information needed to prevent any forms of harassment, discrimination and bullying, and to address any incidences of harassment, discrimination and bullying that may occur.

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.
- 3. Applicability**

This policy applies to all CI staff, volunteers, contractors, visitors, customers and suppliers.
- 4. Responsibility**

Employees:

It is the responsibility of all employees to

 - Comply with this policy
 - Promote an organizational climate of mutual respect
 - Report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager

Supervisors/managers

Supervisors/ managers are accountable for the conduct of the employees they manage at CI.

All supervisors/ managers are responsible for ensuring that:

- They identify, prevent and address potential problems before they become formal grievances;
- They are aware of and committed to the principles of communicating and information sharing with their employees and volunteers;
- All decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the organisation in general;
- Any grievance is handled in the most appropriate manner at the earliest opportunity;
- All employees and volunteers are treated fairly and without fear of intimidation.

Human Resources Department

HR is responsible for ensuring that:

- policies and procedures are regularly reviewed and (if necessary) amended;
- policies and procedures are complied with;
- regular guidance and education is provided to employees regarding harassment, discrimination, bullying and inappropriate behaviour in the workplace;
- managers are aware of their obligations and responsibilities in relation to harassment, discrimination or bullying, and the rights and entitlements of their employees and volunteers;
- Ongoing support and guidance is provided to all employees in relation to the prevention of harassment, discrimination or bullying.

5. Definitions

Sexual Harassment: Range of behaviours which are sexual in nature and which are not wanted, asked for, reciprocated and which make the recipient feel humiliated, offended, intimidated, hurt or upset.

The behaviour can take many different forms which include:

- Physical contact
- Verbal comments
- Jokes
- Display of offensive material
- Propositions
- All other behaviour that creates a sexually hostile working environment

Sexual harassment is not always intentional.

Verbal Sexual Harassment Behaviours that are classified as verbal sexual harassment include:

- Rude jokes or comments
- Making promises or threats to go out after prior refusal
- Repeated invitations to go out after prior refusal
- Sex-based insults, taunts, teasing or name calling

- Offensive or abusive telephone calls
- Persistent questions or insinuations about a person's private life

Non Verbal Harassment

- Leering or staring at a person or parts of their body
- Unwelcome practical jokes

Putting sexually suggestive, insulting or offensive material including cartoons, graffiti or messages, on walls, noticeboards, desks, computer screen savers, posters, pinups, Electronic mail or other common areas, indecent exposure of body parts or offensive hand or body gestures.

Workplace Bullying:

Form of harassment that relates to a misuse of power in relationships between people. It includes the repeated less favourable treatment of a person by another or others in the workplace. It includes behaviour that intimidates, offends, degrades or humiliates a person, and is unreasonable in the circumstances

Discrimination:

Discrimination occurs when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics including:

- Age
- Disability
- Sexual preference
- Religion
- Skin colour or ethnicity
- Gender including pregnancy, marital status, family/ carer's responsibilities

6. Cognizant Office(s)/ Getting Help

If you require any assistance in regards this policy, please contact:

- Cultural Infusion HR/ Administration department;
- Or, CEO Peter Mousaferiadis

7. Related Policies/ Reference for more Information

Related Policies	<ol style="list-style-type: none"> 1. 'Staff Complaints & Grievances Policy & Employee Complaint Procedure' 2. 'Equal Employment Opportunity Policy'
Related Legislation and Guidelines:	<ol style="list-style-type: none"> 1. 'Work Health and Safety Act 2011' https://www.legislation.gov.au/Details/C2016C00887 2. 'Fair Work Act 2009' https://www.legislation.gov.au/Details/C2017C00144