

Harassment and Bullying Policy

Harassment is any unwelcome and uninvited behaviour which offends, humiliates, or intimidates the person at whom it is directed. This behaviour can take many forms including, but not limited to: offensive comments or gestures, unwelcome hugging, kissing or cornering or other types of inappropriate physical contact, displays of sexual pictures or objects, direct or implied propositions, sexually suggestive comments or jokes, requests for dates or intrusive questions, inappropriate staring or leering.

Harassment is unlawful under the *Equal Opportunity Act (WA) 1984* and is not tolerated by Cleandustrial Services.

Bullying is defined as repeated acts of unreasonable behaviour towards a person or group of workers where the behaviours create a risk to health and safety. Examples of bullying could include: behaving aggressively, teasing or practical jokes, excluding someone from work-related events, or even unreasonable work demands.

Bullying in the workplace is recognised as a workplace hazard that is unlawful under the Occupational Safety and Health Act 1984 (WA) and the Fair Work Act (2009) and is not tolerated by Cleandustrial Services.

Cleandustrial Services Pty Ltd is committed to its obligations under the law to:

- Maintain a workplace free from harassment, bullying and victimisation where employees can feel safe and comfortable to perform their tasks free from such concerns.
- Provide appropriate procedures to effectively deal with such problems confidentially, promptly, fairly and with understanding.
- Ensure that all employees are aware that inappropriate behaviour, as it relates to sexual, racial or general harassment, will not be tolerated.

Cleandustrial is committed to the promotion of a workplace in which all employees can feel comfortable and at ease and therefore provides relevant, ongoing education, support and training to key contact personnel and encourages the reporting of any unwelcome behaviour.

Cleandustrial does not condone any form of harassment or bullying in the workplace, including sexual harassment. Incidents of harassment and workplace bullying should be reported and will be managed in accordance with Cleandustrial's Grievance Resolution Guidelines. Every employee is responsible for their own behaviour and all confirmed cases of harassment will result in investigation and serious disciplinary action.



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General Manager

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