



BULLYING AND HARASSMENT POLICY



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HARASSMENT POLICY

My Trade Start strongly believes all people have the right to work in an environment which is free of harassment and supports the rights of individuals to object to harassment in their workplace.

We are committed to ensuring the working environment is free from harassment and aims to create an environment where all staff members are treated with dignity, courtesy and respect. We do not tolerate any form of harassment under any circumstances and strong disciplinary action will be taken against any employee who breaches this policy. Discipline may include a warning, counselling, demotion or dismissal depending on the circumstances.

The legislation is very specific in outlining what you can and cannot do. It is very important that all My Trade Start staff, comply with these provisions. Following is a list of examples of some of the types of harassment that are prohibited by this legislation.

- Jokes or comments told in the presence of people who may be offended on topics such as race, colour, sex, pregnancy etc.
- Display of pictures, posters, calendars, graffiti or computer graphics which are offensive or derogatory.
- Expressing negative stereotypes of particular groups.
- Judging someone on their potential or religious beliefs rather than their work performance.
- Using stereotypes or assumptions to guide decision making that affects a person's career.
- Undermining a person's authority or work performance because you dislike one of their personal characteristics.
- Unwelcome, offensive or threatening physical contact.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated or offended. Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour which creates a sexually hostile working environment. Some examples of sexual harassment include:

- uninvited touching;
- smutty jokes or comments;
- making promises or threats in return for sexual favours;
- the display of sexually graphic material including posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- repeated invitations to go out after prior refusal;
- flashing or sexual gestures;
- sex based insults, taunts, teasing or name calling;
- request for sex;
- sexually explicit conversation; and/or
- persistent questions or insinuations about a person's private life.

WORKPLACE BULLYING POLICY

My Trade Start considers workplace bullying unacceptable and will not tolerate it under any circumstances. The company believes that all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

My Trade Start has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

My Trade Start encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances and may be dealt with formally or informally.

All complaints will be treated seriously and with complete confidentiality, immediate action will be taken to investigate and resolve the complaint.

For further information the following websites provide information for each state

- **NSW** <https://www.safework.nsw.gov.au/>

WHO TO CONTACT

For students the contact person for bullying at this workplace is the General Manager, Training and Recruitment

Any employee who has a complaint of harassment or who witnessed workplace harassment or intimidation should bring the matter to the attention of their immediate supervisor. If you feel that your immediate supervisor is not the best person to deal with the complaint, then your contact is our HR & WHS Manager who can be contacted (02) 9891 6900 or direct on (02) 8832 4422

Michael Wentworth

Chief Executive Officer

Document control

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