



General Harassment Policy

Aim:

Instant Hire aims;

- To provide a workplace environment free of general or intimidatory harassment including bullying and victimisation; and
- To maintain a workplace environment where people can work without feeling threatened or discomforted by bullying or victimisation.
- The Company expects staff at all levels to act in a courteous, polite and friendly manner at all times.
- General harassment of a serious or continuing nature is a dismissible offence. Offenders may be liable to legal proceedings with the Anti-Discrimination Board.

Application:

This policy applies to all those who are employed, contracted or associated with Instant Hire Pty Ltd.

Any complaint of bullying or victimisation is to be reported to the Company Occupational Health & Safety Officer immediately. All complaints will be investigated and if required the General Manager will authorise any assistance necessary to conduct an expedient, honest and unbiased investigation. The investigation will be conducted in a confidential manner.

General Harassment (Bullying & Victimisation)

Bullying is a situation where a person is systematically mistreated at work. Generally this can be more than a one-off occurrence. The target or victim of such behaviour has difficulty defending themselves.

Bullying can assume a range of behaviours including but not limited to;

- Yelling, screaming and abusive language directed at someone
- Continual criticism of someone or their work
- Isolating or ignoring someone
- Putting workers under unnecessary pressure with overwork & impossible deadlines
- Sabotaging someone's work or their ability to do their work.
- Malicious rumors
- Withholding of information – always the last to know

Victimisation occurs when the intimidatory behaviour is directed against a person who has made or proposes to make a complaint against the harasser or is, will be, or has witness against the harasser.