

Harassment & Bullying Policy

Policy Statement

ADCO Electrics will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination and workplace bullying. ADCO Electrics is concerned to ensure that harassment, discrimination and workplace bullying does not occur but, in the event it does, appropriate action is taken quickly.

ADCO Electrics commits itself to educating employees as to the nature and effects of harassment, discrimination and workplace, and to providing the necessary resources to inform them of the contents of this policy.

Employees of ADCO Electrics must not engage in harassing, discriminatory or bullying behaviour towards another employee; or a member of the public with whom they have contact in the course of their employment. ADCO Electrics does not tolerate such behaviour and may take disciplinary action up to and including dismissal against any employee who:

- participates in harassing, discriminatory or bullying behaviour; or
- victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination or workplace bullying.

Accordingly, All ADCO Electrics employees are to:

- conduct professional behaviours;
- adhere to ADCO's Code of Conduct
- treat others in a professional, courteous, respectful and fair way;
- treat harassment, discrimination and workplace bullying matters seriously, and deal with them in a prompt, confidential and fair manner; and
- report any incidents to an appropriate person.

Purpose

The purpose of this policy is to make ADCO Electrics' employees aware of what constitutes harassment, discrimination and workplace bullying, and their responsibilities in preventing and managing such incidents. The intended outcome is a workplace that is free from all forms of harassment, discrimination and bullying.

Application

This policy covers: Any behaviour or series of behaviours that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines, scares, excludes, or embarrasses anyone it is directed at, or anyone who sees or overhears it; and

- Any behaviour or series of behaviours that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines, scares, excludes, or embarrasses anyone it is directed at, or anyone who sees or overhears it; and
- Any behaviour or series of behaviours which may constitute any form of discrimination.
- Any behaviours that does not adhere to ADCO's Code of conduct

This policy does not cover:

- Reasonable and appropriate corrective management of an employee's poor workplace performance or behaviour; or
- Enforcement of lawful directions issued by Management.

Responsibilities

All ADCO Electrics employees are responsible for ensuring that breaches of this policy do not occur. Supervisors and managers have a leadership role and are responsible for preventing incidents and taking prompt action if breaches do occur.

Breaches

Breaches engaging in harassing, discriminating or bullying conduct in the workplace constitutes a breach of this policy and may result in disciplinary action up to and including dismissal.

Legislation

- Public Service Act 1999
- Human Rights and Equal Opportunity Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Occupational Health and Safety Act 1991
- Workplace Relations Act 1996

Approved by Adam Di Placido, Managing Director



3rd July 2019

This policy is available to all interested parties via the Company website.