

Workplace Behaviour Policy Statement

Real Time Risk Consulting recognizes the risk to worker health and safety from exposure to bullying and intimidation and has adopted a ZERO tolerance policy.

You must treat colleagues, clients and all other individuals in a fair, respectful and equitable manner regarding all aspects of our business. Workers must ensure they contribute positively to an environment free of discrimination and harassment. This requires the implementation of fair and transparent practices and decisions, as prescribed by anti-discrimination legislation.

Unlawful discrimination is where someone is treated less favourably than someone else because of one or more of the following reasons:

- Race.
- Age.
- Sex.
- Sexual preference or orientation.
- Inter-sex status.
- Transgender or trans-sexuality.
- Gender identify/gender history.
- Disability or impairment.
- Pregnancy or potential pregnancy.
- Breastfeeding.
- Marital status.
- Religious belief or lack thereof.
- Political belief or lack thereof.
- Membership or non-membership of a trade union or union activity.
- Family/ parental responsibilities, including status as a Support Worker.
- Irrelevant medical records.
- Physical features.
- Criminal record.

It is also unlawful discrimination to treat someone less favourably because they are associated with someone who has one of these attributes.

Harassment is any uninvited or unwelcome behaviour directed at another person that offends, intimidates or humiliates that person. This can be in the form of writing, email, text messaging, verbal, physical behaviour or through social media. Examples of harassment may include:

- Unwelcome physical contact.
- Offensive or demeaning comments or statements based on a person's attributes.
- Jokes or offensive gestures based on a person's attributes.
- Offense communication (i.e. social media, texting).
- Displaying offensive material (i.e. pornography).

Sexual harassment is any unwanted, unwelcome or unreciprocated conduct or behaviour that is of a sexual nature which offends, humiliates or intimidates. Sexual harassment is illegal. Examples may include:

- Inappropriate jokes or gifts that are sexual in nature.
- Requests for sexual favours.
- Leering, staring or offensive gestures.
- Unwelcome remarks about a person's appearance, sexual activities or private life or your own private life.
- Display of offence material, including in electronic format.
- Touching or any unwelcome physical contact.

Harassment can occur even if it is unintentionally harmful such as practical jokes, and it doesn't have to be repeated behaviour to be classified as harassment.

Bullying is generally repeated, unreasonable behaviour directed towards a colleague, Client or group of people which could impose a risk to their health and safety. Bullying may include:

- Abusive, insulting or offensive language or comments.
- Spreading misinformation or malicious rumours.
- Behaviour which belittles or humiliates.
- Making threats or intimidation.

You have a responsibility to behave appropriately, if you see or hear anything inappropriate report it.

If you experience or see inappropriate behaviour, you should act immediately by advising the person concerned that this type of behaviour is offensive and unacceptable. If you don't feel comfortable discussing your concerns with them directly, contact your Manager directly. All matters will be treated with the utmost confidentiality. The issue can be resolved informally or formally.

Informal resolution may include:

- Accompanying you to talk to the person informally and see if the situation can be resolved.
- Speak to the person on your behalf to explain how their behaviour is impacting on you and asking that the behaviour stops.

Formal resolution may include:

- The business will conduct a formal investigation; if the concern is criminal in nature the Police may be informed.
- Generally the investigation will involve raising the issue with the person about whom the complaint is made who will be given the opportunity to provide a response.
- The investigator will aim to keep you informed about the stage at which the investigation is at and the proposed completion time of the investigation process.
- The process will be kept as confidential as possible, conducted in an impartial matter and you will have an opportunity to bring a support person with you if you wish.

You must be aware that disciplinary action may be taken for making vexatious or fictitious claims or if complaints are found to be motivated by malice and without intent.



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