

EQUAL OPPORTUNITY, DISCRIMINATION, HARASSMENT AND BULLYING POLICY

Policy Statement

We comply with State and Federal Equal Opportunity and Discrimination Legislation, Acts and Regulations in force at the time.

Discrimination is behaviour that impacts upon an individual based on and not limited to *age, family responsibility, gender history, impairment, marital status, political conviction, religion, pregnancy, sex, sexual orientation, spent convictions, less-than-favourable treatment, being affected by an unreasonable rule or practice.*

Harassment is *unwelcome or unacceptable behaviour directed to a person or group of people, where such behaviour offends, humiliates, intimidates or annoys the recipient(s).*

Workplace Bullying is *repeated, unreasonable behaviour directed at an employee(s) that creates a risk to health and safety, such as verbal and physical abuse, ridicule, humiliation, intimidation, excessive monitoring of an individual's work, threatening job security, unwanted practical jokes, blocking training or promotion without valid reason, setting impossible targets or deadlines.*

We are committed to ensuring that all employees, clients and the public are treated in a fair and equitable manner.

Dalycrete will:

- Not condone discrimination, bullying or harassment of any nature in the workplace.
- Maintain a professional standard of conduct in all business practices.
- Provide a pleasant environment and encourage a good working relationship between employees.
- Ensure all employees are aware of their rights and obligations under this Policy through awareness and training.
- Investigate any perceived or actual unacceptable behaviour. Disciplinary action will be taken as required.
- Regard false or malicious allegations of bullying as a serious offence, and take disciplinary action.

Personal responsibility:

- All employees are required to observe and uphold all Legislation, Acts and Regulations relating to equal opportunity, discrimination, harassment and bullying.
- All employees are expected to behave in an appropriate manner at all times and treat other employees, clients and customers with dignity and respect.
- Management will ensure employees who make a complaint or are witness to a complaint are not victimised.
- Employees will not victimise complainants or witnesses.

Ryan Daly
Director
Dalycrete

