

Harassment Policy

Happsa Group is committed to achieving and maintaining workplaces that are free from all forms of harassment.

Sound people management principals that maintain workplaces where people are valued, have dignity and treat each other with respect and sensitivity assist in the prevention of harassment.

Harassment is any behaviour you don't ask for and don't welcome and that offends or intimidates.

The following behaviour or situations can be examples of:

Sexual Harassment:

- Unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature
- Unnecessary physical contact, such as touching, patting, pinching or grabbing
- Repeated invitations or requests for dates or drinks, which are clearly unwelcome
- Jokes innuendoes or taunting remarks about a person's body or dress or sexual preference
- Displaying sexually graphic material
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Workplace Harassment:

- Verbal abuse
- Intimidation
- Bullying (any behaviour that intimidates)
- Swearing

Harassment can cause severe psychological effects and accordingly will not be tolerated by our Company.

Managers and Supervisors have the responsibility to implement the Company's Harassment Policy.

This Means:

- Ensuring all staff are aware of the appropriate standard of conduct in the workplace.
- Ensuring all staff are aware they have access to senior managers to discuss any form of harassment in confidence
- Ensuring the person making the allegation and any witnesses will not be victimised in any way.
- Ensuring all employees are aware that Commonwealth and State Anti-Discrimination legislation make harassment in the workplace unlawful.

Managers and Supervisors MUST:

1. Set an example by their own behaviour
2. Take immediate and appropriate corrective action if they become aware of any offensive behaviour

PROCEDURES:

If you believe you are being harassed you need to take action:

1. If you can, tell the person to stop.
2. If not, or if the behaviour continues, tell your Supervisor, Manager or contact the Equal Employment Opportunity, Human Resources or Administration representative at your Regional or Head Office.

Any breach of this policy could lead to disciplinary action up to and including termination of employment.

For further details please refer to the Grievance Policy



Paul Apostolidis
Managing Director

Date 15/03/2016