



P04 – BULLYING AND HARASSMENT POLICY

Purpose

Hobart Food Equipment is committed to providing a work environment in which:

- **Workers** feel that they are a valued member of the company
- **Workers** are treated fairly
- **Workers** are rewarded for their contribution and effort
- Good working relationships are fostered

This policy is aimed at ensuring that **workers** are not subjected to any unwanted workplace harassment. Bullying and harassment both in and out of the workplace decreases productivity, increases absenteeism, and is against the law. Bullying and harassment in all forms will not be tolerated by Hobart Food Equipment, including where domestic violence has been found to occur.

Any breach of this policy will be considered a serious offence and immediate action will be taken. Disciplinary action may be taken against those responsible.

Bullying and Harassment in the Workplace

Bullying and Harassment is not permitted within Hobart Food Equipment. Bullying or harassment can be defined as (but is not limited to):

- Behaviour based on discrimination
- Repeated unreasonable acts towards a person or group
- Actions that create a risk to health and safety
- Victimising, humiliating, intimidating, or threatening actions

The fact that no offence was intended does not mean that the harassment is not unlawful. Hobart Food Equipment also recognises that workplace harassment may involve comments and behaviours which offend some people and not others, or where individuals may react differently to comments and behaviour.



Harassment at Work Procedure

- If you believe you are being harassed / bullied, there are important steps to take:
 - Report the behaviour or incident to your Supervisor / Manager who will assist with possible remediation steps
 - You may wish to lodge a formal grievance
 - Keep your complaint confidential – this will avoid gossip and the possibility of defamation against yourself, the offending party, and Hobart Food Equipment

All complaints are taken seriously, sympathetically, and confidentially. Complaints will be investigated, and appropriate disciplinary and remediation action will be taken against the harasser if the allegation is found to be correct. No **worker** will be victimised or treated unfairly for making a complaint.

Where appropriate, Hobart Food Equipment will not hesitate to report harassment allegations to the Equal Opportunity Commission. If it has been established that an offence has been committed it may result in immediate dismissal of the offender. Any reports will be dealt with seriously and sympathetically. Confidentiality will be respected at all times.

If you are not satisfied with the way in which your complaint has been dealt with, you can seek further advice from agencies such as the Human Rights Commission (<https://www.humanrights.gov.au/>), Fair Work (<https://www.fairwork.gov.au/>), or the Anti-Discrimination Board relevant to the **Worker's State**.

Management's Role

- Must ensure that they do not engage in bullying or harassment
- Must ensure **workers** understand the bullying and harassment policy
- If discrimination and/or harassment is observed, management should take immediate actions to stop it, issue appropriate warnings, and initiating disciplinary action if required
- If a person approaches management with a complaint about harassment, management must take the complaint seriously, sympathetically, and with strict confidence
- Appropriate actions should then be taken to resolve all complaints
- If actions are not possible or are inappropriate, the issue should be escalated



Worker's Role

- **Workers** must ensure that they do not engage in harassing behaviour
- **Workers** should be aware that they can be held legally responsible for their acts
- **Workers** who aid, abet or encourage other persons to harass can also be held legally liable
- **Workers** must make attempts to stop bullying or harassment, and report the behaviour to management

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April 2020