



Bullying, Harassment & Discrimination

Document #	POL_05
Revision #	0
Date of Issue	26.05.16
Approved by	Paul Walker
Status	Current

Purpose

The purpose of this policy is to support a workplace free from bullying, harassment and discrimination and to define what can be perceived as bullying, harassment and discrimination.

Scope

This policy applies to all Tytec Logistics employees including contractors and covers all work-related functions and activities including social functions, business trips and external training courses sponsored by Tytec Logistics.

This policy also applies for all recruitment, selection and promotion decisions.

Statement

Tytec Logistics is committed to promoting a fair, safe and healthy working environment in which everyone is treated with dignity and respect and no individual or group feels bullied, threatened or intimidated.

Bullying at work occurs when:

- a person or a group of people repeatedly behaves unreasonably towards a worker or a group of workers at work AND
- the behavior creates a risk to health and safety

Bullying does not include reasonable management action carried out in a reasonable manner.

Bullying behavior may involve, for example, any of the following types of behavior:

- aggressive or intimidating conduct
- belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or 'initiation ceremonies'
- exclusion from work-related events
- unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- displaying offensive material
- pressure to behave in an inappropriate manner

However, in order for the behaviors to be considered as bullying it must be repeated and unreasonable and must create a risk to health and safety.

Harassment is prohibited under federal and state legislation. Harassment occurs when someone is made to feel intimidated, insulted, or humiliated because of their protected attribute.

Discrimination occurs in the workplace when someone or a group of people are treated less favourably or unfairly because of their protected attribute.

Protected attributes include: race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction and social origin or any other characteristic specified under anti-discrimination or human rights legislation.

Examples used are not an exhaustive list.



Bullying, Harassment & Discrimination

Document #	POL_05
Revision #	0
Date of Issue	26.05.16
Approved by	Paul Walker
Status	Current

Consequences

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint. However, if the investigation concludes that the complaint is untrue and has been fabricated with malicious intent; disciplinary action will be taken against the person who lodged the complaint.

Responsibilities

Managers are responsible for;

- Treating all complaints in a fair and unbiased nature
- Investigating all formal complaints following the Complaints Management procedure

Employee's are responsible for;

- Reporting any behaviour that constitutes harassment, bullying or discrimination to their manager following the Complaints Management procedure

A handwritten signature in black ink that reads 'P. Walker'.

Paul Walker
Managing Director

11th July 2016