

## **Anti-Harassment and Bullying Policy**

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Ready Group is committed to providing a work environment in which all employees and contractors are treated with respect and dignity.

Every team member has the right to work in a respectful environment that protects them from verbal, physical or psychological bullying and all forms of harassment. Any behavior that a reasonable person would consider offensive, abusive or humiliating will not be tolerated.

This Policy is designed to ensure that all Company workplaces are free from harassment and bullying.

### **Scope**

This Policy applies to all READY GROUP employees and contractors.

It is expected that employees behave in a manner which is consistent with this commitment when representing or acting on behalf of Ready Group, including at work related events and functions.

### **Harassment**

Harassment is defined as any unwanted physical, verbal or psychological conduct that occurs in the workplace and that a reasonable person would consider offensive, abusive or humiliating, whether or not that affect was intended.

Harassment may occur as a single act, or as a series of incidents, persistent innuendoes or threats. It can take many forms: it may be silent or loud, subtle or openly hostile; it can be private or public.

Harassment may take the form of general bullying, or be specifically aimed at people with particular or different characteristics. The latter type of harassment may amount to discrimination which is unlawful.

The following examples, though not exhaustive, provide an indication of the types of behaviours that will often be considered harassment:

- Physical or verbal abuse (personal insults, ridicule and belittling, either in private or in public)
- Threats and intimidation, verbal or non-verbal
- Invading co-worker's personal space
- Uninvited physical contact
- Sexual or derogatory comments about a person's body, attire, age or marital status
- Unwanted or intimidating invitations or requests with sexual overtones, indirect or explicit
- Public shaming and status degradation

- Spreading malicious rumours and gossip
- Excluding or isolating someone in the workplace
- Making jokes that are offensive (verbally or written)
- Intruding on a person's privacy by pestering, spying or stalking
- Yelling or using profanity
- Insulting a person by using obscene or degrading terms
- Constantly criticizing a person's work, ability, skills or private life

Incidents of harassment are considered serious and repeated incidents contribute to creating a hostile working environment.

### **Sexual Harassment**

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

Sexual harassment is unlawful and Ready Group does not tolerate sexual harassment in any form. Certain conduct that may be tolerated socially could constitute sexual harassment in the workplace when it is unwelcome. At the same time, sexual harassment must not be confused with conduct that has the consent of all involved.

Incidents of sexual harassment are regarded as a serious issue and Ready Group will aim to treat any complaints in a sensitive, fair and confidential manner.

The following examples, though not exhaustive, provide an indication of the types of behaviours that will often be considered as sexual harassment:

- Continued use of jokes containing sexual innuendo
- Sex-based insults, taunts, teasing or name-calling
- Making derogatory remarks about any gender
- Viewing or downloading pornography or other offensive material from the internet
- Intrusive enquiries into another employee's private life, their sexuality or physical appearance
- Inappropriate advances and/or persistent and unwelcome requests to engage with an employee outside of work either in person, via phone, email or via social networking sites such as Facebook
- Persistent staring or leering at a person or parts of their body
- Requests for, or expectations of, sexual activity under threat, or in exchange for favours or promises of preferential treatment
- Deliberate or unnecessary physical contact, such as patting, pinching, fondling, deliberate brushing up against another body, or attempts at kissing
- Exposing private body parts, sexual gestures or sexually explicit conversation
- Sexual violence at the most extreme, sexual assault and forced attempts at sexual intercourse (criminal offence)

Sexual harassment may occur between one employee and another or between employees and clients, suppliers or visitors. It may occur wherever employees are interacting with others in the context of their position in the Company, including work off site and social functions.

### **What Harassment is NOT**

The following are examples, though not exhaustive, of what is not considered harassment:

- Actions which a reasonable person would not perceive as offensive, abusive or humiliating
- Actions which are taken as part of the normal duties of a supervisor/manager, including training, direction, instruction, performance management and disciplinary action for poor performance or inappropriate behaviour
- Performance feedback from other employees;
- Mutual interest expressed between two employees does not constitute sexual harassment;
- Organizational change such as restructures and redundancies

### **Workplace Bullying**

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether

verbal, physical or otherwise, conducted by a person or persons against another or

others in the course of employment. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, client or customers. It may be in the form of:

- Verbal abuse
- Intimidation and threats
- Withholding information that is essential for someone to do their job
- Excluding or isolating others
- Interfering with someone's personal property or work equipment
- One-off behaviours can still present a risk to health and safety and will not be tolerated.

### **Our Expectations**

All team members are responsible for ensuring compliance with this Policy and all relevant State and Federal laws. Creating an environment which is free from harassment is everyone's responsibility. All are in a position to demonstrate and reinforce a healthy work environment and to take action to eliminate such harassment if it occurs.

Managers and supervisors have a responsibility to:

- Comply with this policy;
- Monitor the working environment to ensure that acceptable standards of conduct are observed at all times;
- Model appropriate behaviour;
- Ensure that all employment, advancement and training decisions are consistent with this policy;

- Seek appropriate advice and assistance when dealing with formal or informal complaints.

All employees have a responsibility to

- Comply with this policy;
- Co-operate with the business in the event of an investigation;
- When appropriate, deal with sensitive information in a confidential manner.

For the purposes of this Policy only, the workplace is defined as a place where Ready Group business, social or educational activities are conducted, which includes without limitation:

- On-site
- At the office
- At work-related conferences or training sessions
- During work-related travel
- Over the phone, email or internet
- At company social functions

### **Making a complaint**

An employee who has been harassed may choose to take their complaint to the Australian Human Rights Commission.

Contact for the Australian Human Rights Commission: 1300 656 419 or [complaintsinfo@humanrights.gov.au](mailto:complaintsinfo@humanrights.gov.au).

### **Internal complaint**

All complaints of harassment bullying and/or workplace violence must be treated confidentially, seriously, objectively and promptly. Management & supervisors at all levels must demonstrate zero tolerance of workplace bullying & harassment. They must act in a supportive role in assisting workers follow the aforementioned procedures.

If you believe you have been bullied or harassed you are encouraged to deal with the matter:

- **Informally** – by confronting and informing the offenders that their behavior is offensive, unacceptable and against the company's Anti-Harassment and Bullying policy
- **Formally** – by lodging a complaint or grievance with your Manager (or your Manager's Manager if appropriate), who can provide advice and/or investigate complaints of harassment and/or bullying in line with Ready Group's Grievance Policy (*Please refer to this policy for more information on what to do and how your complaint/grievance will be handles*); or
- Contact your relevant Human Resources contact who can provide advice and/or investigate complaints of harassment and/or bullying.

Team Members who become aware of a breach or suspected breach of this policy are encouraged to discuss the matter with their manager on a confidential basis.



In the event of occupational violence, where a physical attack has occurred by force to an individual, the police should be contacted immediately.

### **Victimisation**


No team member will be victimised for speaking out or making a genuine complaint or supporting another employee's complaint. Victimisation of others is unlawful and will not be tolerated at Ready Group.

Disciplinary action will be taken against an employee who is found to have engaged in threatening or other inappropriate action against a person who has complained of harassment or bullying.

### **Consequences for Breaching Policy**

If a team member's complaint is substantiated, Ready Group may take disciplinary action against the perpetrator. Depending upon the seriousness of the breach of this policy, such action may include termination of employment.

If after an investigation by Ready Group, an employee's complaint or statement is found to be false and malicious, disciplinary action may be taken against the employee who made the complaint.

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