

PREVENTION OF WORKPLACE BULLYING, HARASSMENT & VIOLENCE POLICY

Cape Code Australia (Cape Cod) is committed to ensuring the health and wellbeing of all workers and aims to provide a workplace environment that is free from bullying, harassment and violence.

Workplace bullying is a repeated unreasonable behaviour directed towards a worker that creates risks to health and safety. A manager can make decisions about poor performance, take disciplinary action, and direct and control the way work is carried out; Reasonable management action that's carried out in a reasonable way is not bullying. Management action that isn't carried out in a reasonable way may be considered bullying.

Harassment is an intentional repetitive behaviour of an offensive nature intended to disturb or upset and which is found threatening or disturbing.

Sexual harassment in the workplace refers to persistent and unwanted sexual advances where the consequences of refusing are potentially very disadvantageous to the victim.

Violence refers to any incidents where a worker is physically attacked or threatened.

Objectives

Cape Cod will aim, so far as is reasonably practicable, to eliminate mental and physical injuries and illnesses arising from work-related bullying, harassment and violence through achieving the following objectives:

- Ensuring a zero tolerance of workplace bullying, harassment and violence; and
- Effectively addressing issues that may arise from actual or perceived bullying, harassment or violence in the workplace.

Responsibilities

Management is responsible for:

- The implementation and communication of this Policy, and further defining bullying, harassment and violence in the workplace to workers via induction and training; and
- Monitoring the workplace environment to ensure prevention, early detection and control of any occurrence of workplace bullying, harassment or violence

Workers are responsible for:

- Behaving in a professional manner and treating each other with dignity and respect; and
- Reporting any incidents involving bullying, harassment or violence in the workplace to Cape Cod Management.

All incidents of workplace bullying, harassment or violence shall be taken very seriously by Cape Cod. Workplace bullying, harassment and violence incidents shall be reported and managed in accordance with Cape Cod procedures.

As part of Cape Cod's commitment to continually improve, this Policy will be reviewed every two (2) years in consultation with key stakeholders to ensure it remains relevant and appropriate to Cape Cod and its operational tasks and activities.



Robert Moerman
Managing Director, Cape Cod Australia Pty Ltd

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