

### Purpose

Engage is committed to providing all employees with a healthy and safe work environment which is free from bullying and harassment.

This information is aimed at ensuring employees understand Engage's commitment to preventing workplace bullying and harassment.

### Statement

All employees, contractors and sub-contractors of Engage must comply with this policy and are expected to refrain from any behaviour which may be construed as workplace bullying and/or harassment during the course of their employment. This policy applies during working hours, at work related functions and while travelling on work related business.

Engage will not tolerate any form of bullying and/or harassment and such behaviour may lead to termination of employment.

### Bullying & Harassment Guidelines

Both bullying and harassment are unwanted behaviours that can cause an individual to feel uncomfortable in the workplace.

Bullying and harassment can be classified as any behaviour that:

- is unwelcome, uninvited and unsolicited
- which a reasonable person, having regard to all circumstances, would anticipate as being offensive, humiliating, intimidating or threatening.

Bullying and harassment may involve one single act or repeated acts.

Bullying and harassment can be the result of behaviour which is not intended to offend or harm.

Personality clashes between staff do not constitute bullying or harassment

Examples of bullying behaviour include:

- *Verbal communication:*
  - Abusive and offensive language
  - Insults
  - Teasing
  - Spreading rumours and innuendo
  - Unreasonable criticism
- *Manipulating the work environment*
  - Isolating people from normal work interaction
  - Excessive demands
  - Setting impossible deadlines

- *Psychological manipulation*
  - Unfairly blaming for mistakes
  - Setting people up for failure
  - Deliberate exclusion
  - Excessive supervision
  - Practical jokes
  - Belittling or disregarding opinions or suggestions
  - Criticising in public

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

### **Sexual Harassment**

Sexual harassment is a specific form of harassment.

It is defined as unwelcome, uninvited and unreciprocated behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended.

Examples of sexual harassment include:

- Lewd comments/jokes
- Boasting about sexual performance/activities
- Touching
- Uninvited kisses or embracing
- Displays of sexually graphic material (including posters, pictures, calendars, magazines, screen savers, videos etc.)
- Repeated invitations to go out after prior refusal
- Sexually explicit conversations or offensive phone calls, letters and e-mails

Some forms of harassment and sexual harassment are also criminal offences and police intervention might be sought. These include:

- Obscene phone calls
- Inappropriate text messages
- Stalking/following people
- Sexual assault
- Physical assault
- Rape
- Indecent exposure

Sexual harassment does not include:

- A genuine relationship between staff members
- Mutual attraction involving consensual intimate conduct

### Effects of Bullying & Harassment on the Workplace

Workplace bullying and harassment has detrimental effects on employees and the workplace. Among other things, it poses a risk to the health and safety of all employees.

Employees who are bullied and/or harassed can become:

- Distressed, anxious, withdrawn and depressed
- Physically ill, sleep deprived
- Aggressive, vengeful
- Less self-confident and develop low self-esteem.

Workplace bullying and harassment may also result in:

- Loss of trained and talented employees
- Loss of profits
- Reduced productivity and morale
- An unsafe working environment
- Legal and other costs to a workplace.

People who witness bullying and/or harassment behaviours can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying and/or harassment, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied or harassed.

### Responsibilities

It is the responsibility of all employees, contractors and sub-contractors of Engage to:

1. Ensure they do not engage in or encourage other employees to engage in workplace bullying and/or harassment behaviour towards other employees and non-employees
2. Report any incidents of workplace bullying and/or harassment you experience immediately to your Supervisor at Engage
3. Report any observations of other staff members engaging in workplace bullying and/or harassment immediately to Engage and your Supervisor.

### What to do if you are bullied and/or harassed in the workplace?

If you feel bullied, harassed or violated in the workplace please notify your Supervisor at Engage. Your complaint will be treated seriously and confidentially.

Where appropriate, an investigation will be undertaken and disciplinary measure will be taken as necessary.

**Breaches of the Workplace Bullying & Harassment Policy**

Consequences of an employee, contractor or sub-contractor of Engage committing workplace bullying and/or harassment include, but are not limited to:

- Demotion
- Provide a written apology to the harassed
- Termination
- Transfer to another location/department
- Counselling
- Formal warning
- Or, a combination of any of the above

If an employee, contractor or sub-contractor of Engage is found to have engaged in unlawful form/s of workplace bullying and/or harassment, Engage have a legal obligation to report the incident to the police.

**Professional Counselling**

Counselling from an independent professional will be offered to the relevant employee, contractor or sub-contractor of Engage when it is deemed appropriate by the Managing Director. This service will be kept confidential.

Approved by: Jordan Wilson



**Director**

Date: 14.07.2016

**DECLARATION:**

I, \_\_\_\_\_  
[Employee name]

have read and understood the Engage Workplace Bullying and Harassment Policy and during the course of my employment with Engage will abide by the conditions outlined in this policy.

\_\_\_\_\_  
[Signature of employee]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
[Date]