



Auxano Group Pty Ltd

ABN 96 649 751 066

Workplace Bullying and Harassment Policy

POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring that no person is placed at risk to their health and safety from bullying or harassment in the workplace.

AIMS AND OBJECTIVES

We will ensure the provision of a safe and healthy work environment that is without risks to the well-being of workers by controlling workplace bullying and occupational violence, and ensure that workers are not subjected to harassment in any way while at their place of work.

RESPONSIBILITIES

We will develop and implement a workplace culture where bullying and violence is not tolerated, and that counselling and disciplinary procedures are in place to deal with instances of bullying and occupational violence that may occur. We will also ensure, so far as is reasonably practicable, that no person within the workplace causes any harassment to another person, and that no harassment of any person occurs in a company workplace.

Line management and supervisors will identify and take appropriate action in any cases of bullying and occupational violence that may occur in areas under their control and ensure that all parties receive appropriate counselling.

The company maintains a zero tolerance of all forms of bullying and harassment. This will be clearly communicated to all workers, customers and clients, and be supported by regular training and information sessions in workplaces where bullying and occupational violence exists (or has the potential to exist). A range of administrative elements to assist in controlling the risks (including vulnerability audits, reporting systems, and appropriate interventions accompanied by formal evaluation procedures) will be adopted.

A single incident of harassing type behaviour may not be considered to be workplace bullying, however, single incidents will not be ignored or allowed. We will implement well-managed intervention in response to single incidents to assist in preventing a potential situation from escalating.

All incidents are to be reported and recorded, and investigative procedures implemented. Any reported cases of harassment must be taken seriously, and immediate action taken to investigate and deal with the issue. Both sides of the case must be listened to, and if verified, acted on to prevent the harassment. Workplaces where a history of harassment exists will be monitored to assess the effectiveness of strategies adopted, or whether a need for further intervention exists.

Authorised By

Signed: _____

Date: 1 July 2021