



Barkly Engineering Workplace Harassment Policy

Barkly Engineering is committed to ensuring a healthy and safe workplace that is free from workplace harassment.

Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Workplace harassment can have a detrimental effect on our people and our business. It can create an unsafe working environment, result in a loss of trained and talented workers, the breakdown of teams and individual relationships and reduced productivity. People who are harassed can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence.

The objective of this policy is to:

- Ensure a health and safe workplace for all employees, contractors and visitors

- Ensure that all Barkly Engineering employees understand their rights and obligations around reporting and preventing workplace harassment

- Establish appropriate steps to manage complaints that may arise

- Encourage employees to 'look out for each other' and ensure that the workplace remains free from workplace harassment.

In implementing this policy, Barkly Engineering will take the following actions to prevent and control exposure to the risk of workplace harassment:

- provide all workers with workplace harassment awareness training

- develop a code of conduct for workers to follow

- introduce a complaint handling system and inform all workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process

- regularly review the workplace harassment prevention policy, complaint handling system and training.

Definitions of Harassment and Bullying

A person is subjected to 'workplace harassment' if the person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person's employer or a co-worker or group of co-workers of the person that:

- is unwelcome and unsolicited

- the person considers to be offensive, intimidating, humiliating or threatening

- a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Legitimate and reasonable management actions and business processes, such as, actions taken to transfer, demote, discipline, redeploy, retrench or dismiss a worker are not considered to be workplace harassment, provided these actions are conducted in a reasonable way.

Detailed below are examples of behaviours that may be regarded as workplace harassment, if the behaviour is repeated or occurs as part of a pattern of behaviour. Common examples include:

- abusing a person loudly, usually when others are present

- repeated threats of dismissal or other severe punishment for no reason



constant ridicule and being put down

leaving offensive messages on email or the telephone

sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways

maliciously excluding and isolating a person from workplace activities

persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters

humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers

spreading gossip or false, malicious rumours about a person with an intent to cause the person harm.

Responsibilities

Barkly Engineering requires all workers to comply with this policy by not tolerating unacceptable behaviour, by maintaining privacy during investigations and by immediately report incidents of workplace harassment to their immediate supervisor or manager.

Managers and supervisors must also ensure that workers are not exposed to workplace harassment.

Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment prevention policy, treat complaints seriously and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

Making a complaint

A worker who is being harassed can contact their immediate supervisor or manager for information and assistance in the management and resolution of a workplace harassment complaint.

Investigation of complaints

Barkly Engineering has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing workplace harassment complaints. Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or who is a witness to workplace harassment will not be victimised.

Consequence of Policy breach

Disciplinary action will be taken against a person who harasses a worker or who victimises a person who has made or is a witness to a complaint. Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Graham Liddell
Managing Director
Barkly Engineering Pty Ltd

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