

## THE RECRUITMENT COMPANY ANTI-BULLYING & VIOLENCE POLICY

### VALUES:

The Recruitment Company values a workplace which is healthy and safe, that positively supports people to achieve organisation outcomes in a safe manner, while contributing to business effectiveness and sustainability.

### COMMITMENT:

The Recruitment Company is committed to ensuring that the working environment is free from bullying and violence. This commitment extends to work that is conducted offsite and in the course of employment including company sponsored seminars, functions and events. This commitment also extends to our contracting workforce.

### OBJECTIVES:

The objectives of this policy are to:

- Demonstrate The Recruitment Company's attitude toward bullying and violence;
- Identify responsibilities and behaviours;
- Define what bullying is and what bullying isn't;
- Identify potential situations where bullying may occur;
- Provide relevant sources of how and where to seek assistance;
- Indicate the likely consequences of bullying and violence; and
- Outline the steps to take if you feel that you have been the victim of workplace bullying or violence

### WHAT IS WORKPLACE BULLYING?:

The repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates an employee.

Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse. This behaviour may include (if repeated or unreasonable):

- physical or verbal abuse;
- yelling, screaming, offensive or threatening language;
- setting unreasonable deadlines/requirements and/or changing them
- setting tasks beyond or below a persons skill level
- abrasive, insulting, offensive language
- unjustified criticisms or complaints
- withholding or denying access to information
- denying reasonable requests
- spreading untrue or malicious rumours
- initiation rites
- excluding or ignoring a co-worker in the workplace
- changing arrangements so that they are inconvenient to a worker

## WHAT IS WORKPLACE VIOLENCE?:

Workplace violence may not always be a critical or extreme situation from the outset. It sometimes follows a pattern of escalating behaviour – from agitation, expressed anger or frustration and intimidating body language, to verbal/written abuse and threats, physical threats, or assault. Violent acts include:

- Verbal abuse, in person or over the telephone;
- Written abuse;
- Harassment;
- Threats;
- Ganging up, bullying and intimidation;
- Physical or sexual assault;
- Malicious damage to the property of staff, customers or the business.

## WHAT IS NOT WORKPLACE BULLYING

Organizations need to be able to run efficiently and profitably and therefore workers sometimes need to be managed to achieve outcomes. Although this may at times feel like bullying, if done in a reasonable way it is not.

Below are some examples of behavior that is not regarded as bullying.

- Setting reasonable performance goals, standards and deadlines
- Rostering and allocating working hours where the requirements are reasonable
- Transferring a worker for operational reasons
- Deciding not to select a worker for promotion for legitimate reasons
- Informing a worker about inappropriate behavior in an objective and confidential way
- Implementing organizational changes or restructuring
- Termination of employment

## LEGISLATIVE COMPLIANCE:

The Recruitment Company, as part of its strategic and day-to-day operations, will endeavour to comply with the relevant legislation, standards, code of practices and other guidelines. Relevant legislation includes:

- Racial Discrimination act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Human Rights Commission Act 1986
- OHS Act 2000, NSW
- OHS Regulation 2001, NSW
- OHS Consultation Code of Practice, WorkCover NSW (2001)
- Risk Assessment Code of Practice, WorkCover NSW (2001)

## REPORTING BULLYING AND VIOLENCE:

Managers, employees and contractors have a responsibility to keep our workplace free from discrimination, harassment, bullying and violence. If a manager, employee or contractor becomes aware of an incident, whether by witnessing or being told of it, it must be reported to The Recruitment Company's WHS representative or staff member with whom they feel comfortable. If you feel you have been the victim of discrimination please contact The Recruitment Company's Managing Director, Geoff Millar, on 02 8346 6700 or [geoffm@therecruitmentcompany.com](mailto:geoffm@therecruitmentcompany.com). Please also complete WHS05 Incident Reporting Form.

## REPORTING BULLYING IF YOU ARE AN INDEPENDENT CONTRACTOR

As an on-hire and recruitment business, The Recruitment Company has a responsibility to ensure, as much as possible, the welfare of its contractor workforce. This is a responsibility we take very seriously. As we have a lack of visibility on your everyday working environment there is an added layer of complexity around our ability to investigate reports of bullying.

However we take any reports very seriously. Should you be a victim of workplace bullying or witness any workplace bullying please contact The Recruitment Company's Managing Director by email immediately on [geoffm@therecruitmentcompany.com](mailto:geoffm@therecruitmentcompany.com) or by phone on 02 8346 6700

## THE PROCESS ONCE AN INCIDENT IS REPORTED

Once notified of the incident The Recruitment Company will require from you details of the incident including

- details of what was said/done
- details of time and date of the incident
- details of any witnesses
- details of any previous related incidents

It would be prudent to note these details down as soon as possible prior to speaking with The Recruitment Company or to complete our Incident Reporting Form.

The Recruitment Company will then consult with you regarding next steps. These next steps may include a full investigation of the matter including speaking with a contact at the workplace where the incident occurred and with the subject of the complaint. The Recruitment Company will consult with you regarding what is to be said to any involved parties. Should the incident be found to be a case of workplace bullying then we will request that remedial action be taken to rectify the situation. This action will vary depending upon the circumstances of the incident.

We will take any complaint of bullying very seriously.

## RESPONSIBILITY AND BEHAVIOUR:

The Recruitment Company expects a high level of behavior by its management and employees and will not tolerate under any circumstances workplace discrimination and harassment including bullying and violence.

Management is primarily responsible for ensuring this policy is implemented with employees assuring that their personal behaviour and actions are within the policy requirements.

If incidents of discrimination or harassment occur, they will be investigated in a prompt and confidential manner. If proven, the person responsible will be disciplined. Discipline may include counseling, warning, or dismissal, depending on the findings of the investigation.

The Recruitment Company will not tolerate any retaliation against an individual who has lodged a complaint or against those cooperating with an investigation of a complaint.

The Recruitment Company also recognizes false accusations of discrimination and harassment and retaliatory conduct resulting from a report of such matters can have serious effects on innocent individuals and may warrant disciplinary action.