

THE RECRUITMENT COMP ANTI-DISCRIMINATION & HARASSMENT POLICY

VALUES:

The Recruitment Company values a workplace which is healthy and safe and 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 discrimination and harassment including 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.

OBJECTIVES:

The objectives of this policy are to:

- Demonstrate The Recruitment Company 's attitude toward discrimination and harassment (including bullying and violence – see The Recruitment Company's Bullying and Violence Policy);
- Identify relevant federal and state legislation;
- Identify responsibilities and behaviours;
- Define discrimination and harassment;
- Identify potential situations where discrimination and harassment may occur;
- Provide relevant sources of how and where to seek assistance; and
- Indicate the likely consequences of discrimination and harassment

WHAT IS UNLAWFUL DISCRIMINATION?:

Under federal and state legislation, unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.

Workplace discrimination can occur in:

- recruiting and selecting staff;
- terms, conditions and benefits offered as part of employment;
- who receives training and what sort of training is offered; and
- who is considered and selected for transfer, promotion, retrenchment or dismissal.

WHAT IS UNLAWFUL HARASSMENT?:

Under federal and state legislation, unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation . It can also happen if someone is working in a 'hostile' or intimidating environment. Harassment can include behaviour such as:

- telling insulting jokes about particular racial groups;
- sending explicit or sexually suggestive emails;
- displaying offensive or pornographic posters or screen savers;
- making derogatory comments or taunts about someone's race or religion; and
- asking intrusive questions about someone's personal life, including their sex life.

WHAT DISCRIMINATION AND HARASSMENT IS NOT?:

Workplace discrimination or harassment must not be confused with legitimate comments and advice (including relevant negative comments or feedback) from managers and supervisors on the work performance or work related behaviour of an individual or group.

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.

REPORTING DISCRIMINATION AND HARASSMENT:

Managers, employees and contractors have a responsibility to keep our workplace free from discrimination and harassment. 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 contact.

If you have 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

Please also complete WHS05 Incident Reporting Form.

RESPONSIBILITY AND BEHAVIOUR:

The Recruitment Company expects a high level of behavior by its management, employees and contractors 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 and contractors 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.