



## BULLYING & HARASSMENT PREVENTION POLICY

Horizon West is committed to protecting the health, safety and wellbeing of its workers, sub-contractors and others by creating a work environment that is free of bullying or unlawful harassment behaviour. Each worker, sub-contractor and other worker has a legal obligation not to bully or unlawfully harass any worker, sub-contractor or, other worker or visitor.

Horizon West will not tolerate such behaviour and expects all workers, sub-contractors and other workers to treat each other with dignity, courtesy and respect.

**Bullying** is repeated, unreasonable behaviour directed towards a person or group of persons that creates a risk to their health, safety or wellbeing.

**Repeated behaviour** is persistent in nature and can refer to a range of behaviours over time.

**Unreasonable behaviour** is behaviour that a reasonable person, in the circumstances, would see as unreasonable, including that is victimising, humiliating, intimidating or threatening.

Examples can include:

- abusive, insulting or offensive language;
- expressing malicious rumours;
- harmful and offensive intimidation practices;
- setting deadlines that are unrealistic or exceptionally difficult to achieve.

**Unlawful harassment** is a type of unlawful discrimination. In general, unlawful harassment is any form of conduct or behaviour which affects a person that:

- is unwelcome (not wanted) or uninvited (not asked for); and
- is based on one of the unlawful reasons (such as age, race, religion, sex); and
- is behaviour that a reasonable person would have anticipated might humiliate, offend or intimidate the person being harassed.'

This behaviour may make others feel embarrassed, offended or degraded. It does not have to be repeated.

Often things that happen at work are not considered to be bullying or harassment - even where some experiences can be uncomfortable for those involved. E.g., performance management, or related management assessment which is reasonable, does not constitute bullying or harassment. Managers have a right to direct the way work is carried out and to monitor and give feedback on performance and conduct.

Where a worker, sub-contractor or other worker is confronted by an issue which they perceive to be bullying or harassment, they should in the first instance try to address the issue directly with the person involved, if appropriate.

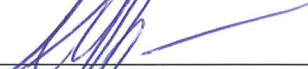
If this action proves too difficult, they should then raise the issue with their immediate supervisor or even manager. Also the issue can be raised with the Health Safety Environment Adviser on **0419 912 100**.

As part of our commitment in preventing bullying or harassment behaviour Horizon West treats all reported complaints of such behaviour as serious and confidential. Appropriate discipline will be applied. In serious cases this could include termination of employment. Sub-contractors or other workers who are found to have breached this policy could have their service agreements with Horizon West terminated.

Signed: 

**Brad Hagen - Director**

Date: 23/9/16

Signed: 

**Allen Ryan - Director**

Date: 22/9/16

Signed: 

**Niall Laird - Director**

Date: 22/9/16.