

## WORKPLACE BEHAVIOUR POLICY

### Equal Opportunity and Anti-Discrimination

TasSpan Civil Contracting aims to provide a welcoming, supportive, and emotionally and physically secure working environment.

We recognise and promote human rights, and we value the diversity of culture, beliefs, practices, customs, physical and intellectual abilities and life experiences within the organisation.

We acknowledge that in society some people are treated unfairly or unfavourably because of irrelevant personal characteristics such as their sex or race, and we commit to ensuring the working environment is free from discrimination, harassment, bullying, vilification and victimisation.

TasSpan supports the Charter of Human Rights and the Anti-Discrimination Act 1998 (Tas), which states it is against the law to discriminate against anyone because of their actual or assumed:

- age
- breastfeeding
- carer status
- disability/impairment
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation
- personal association with someone who has, or is assumed to have, one of these personal characteristics

Discrimination, harassment, vilification, bullying and victimisation will not be tolerated under any circumstances.

Where necessary, TasSpan will commence disciplinary action, according to our performance counselling and discipline procedures, against any person or persons engaging in harassment or unacceptable behaviour. We are committed to providing full support for any employee who reports or suffers from harassment in any form.

This policy applies to all TasSpan staff, clients, consultants, subcontractors, suppliers and visitors.

## Harassment

Harassment is defined as any unwanted or unwelcome behaviour which makes an employee or any other person to whom we owe a duty of care feel intimidated, offended, ridiculed or insulted in the workplace. It can take place between anyone including;

- An employee and a manager or supervisor,
- Co-workers, or
- An employee and another person in the workplace, for example a customer or contractor.

Harassment can occur in any location including those where services are delivered outside the usual place of work, such as a customer's premises, a building site, or at functions, which are all considered an extension of the workplace.

## Examples of Sexual Harassment

- Unsolicited physical contact such as slapping, touching or requests for sexual favours,
- Stalking,
- Suggestive looks implying a sexual interest,
- Conduct of a sexual nature that is offensive to the other person,
- Unwelcome jokes, remarks or statements with sexual connotations,
- Demeaning comments about physical appearance or private life,
- Gestures, actions or comments that could be insulting or offensive,
- Social invitations or telephone calls which have been rebuffed, and
- Circulating, displaying written or pictorial material that is offensive or belittling.

## Examples of Bullying

- Unwelcome practical jokes,
- Intimidation – shouting at, abusing or acting in an excessively hostile way,
- Isolation – exclusion from meetings or social events,
- Abuse of power or delegated authority .

## TasSpan's Responsibilities

TasSpan has a duty to ensure that workplace behaviours are appropriate and will be held accountable by the Anti-Discrimination Act 1998 (Tas) for unacceptable behaviours unless all reasonable steps have been taken to prevent and/or eliminate it.

## Employee Responsibilities

Employees have the responsibility to;

- Comply with this Workplace Behaviour Policy,
- Offer support to anyone who is being harassed and advise them on where to seek assistance and support, and
- Maintain confidentiality of information provided during a complaint investigation.

## Right of Complaint

Any person who feels that they are being harassed or observes an incidence of harassment has the right to complain and act. If you experience a problem, you can:

- Ask the person to stop when you feel uncomfortable. While this may be difficult, it can be an effective way of stopping the unwelcome behaviour.
- If the harassment continues or you don't feel comfortable talking with the person about their behaviour, contact TasSpan's Human Resources Manager who will assist in dealing with the problem in a professional and confidential manner.



**Goutham Velmurugan**

Director

13 August 2020