

## Workplace Harassment and Bullying Prevention Policy

### Intent

Workplace harassment is unacceptable and will not be tolerated under any circumstances whether in the workplace or in any work-related context such as conferences, work functions, business trips or other functions (such as end of year parties).

The purpose of this policy is to:

- Define what constitutes harassment;
- Outline measures to prevent harassment; and
- Provide links to the grievance handling policy and procedure, for the resolution of harassment complaints.

### Legislation

Workplace harassment and bullying is covered under the provisions of the *Workplace Health and Safety Act 2011* and the *Fair Work Act 2009* and this legislation, or the prevailing legislation at the time, will apply in conjunction with this policy.

### Definition – What is Workplace Harassment?

‘Workplace harassment’ is where a 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; and
- The person considers to be offensive, intimidating, humiliating or threatening; or
- A reasonable person would consider being offensive, intimidating, humiliating or threatening.

Put simply, workplace harassment or bullying is behaviour that offends, degrades, intimidates or humiliates a worker.

Examples of harassment include the following behaviours displayed repeatedly or as a pattern. This is not an exhaustive list:

- Abusing a person loudly, particularly 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, phone or any other communication medium including social media;
- 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 or team social activities;
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters;
- Humiliating a person through gestures, sarcasm, criticism and insults, particularly in front of clients, growers, merchants, stakeholders, management or other workers;

Version #	Document Title	Date Approved	Page Number
1.0	PC.PP.007 - Workplace Harassment and Bullying Policy	03.02.22	1

- Spreading gossip or false, malicious rumours about a person with intent to cause the person harm;
- Overwork, unnecessary pressure, impossible deadlines;
- Tampering with personal effects or work equipment; or
- Teasing or regularly being made the brunt of pranks or practical jokes.

#### ***What it is Not Considered Workplace Harassment?***

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.

There are bound to be occasional differences of opinion, conflicts and problems in working relationships - these are a part of working life and Namoi Cotton encourage everyone to deal with these in an open, honest, fair and supportive manner. If, however, the behaviour is unreasonable and offends or harms the employee or another person, then workplace harassment may exist and will be dealt with appropriately.

#### **Roles and Responsibilities**

Namoi Cotton requires all workers to behave responsibly by complying with this policy; treating others with respect and being fair and supportive of them; not tolerating unacceptable behaviour; maintaining privacy during investigations; and immediately reporting incidents of workplace harassment in line with the *Grievance, Conflict and Dispute Handling Policy*.

It is the responsibility of senior employees in this business to ensure that all employees are treated fairly and to report any concerns to management. Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment prevention policy, treat complaints seriously and ensure that where a person lodges or is witness to a complaint, that this person is not victimised.

It is Namoi Cotton's responsibility to ensure that all employees know the grounds for unfair treatment and educate the team as to this policy. It is also the responsibility of management to treat any complaints received seriously, objectively and fairly and to investigate these promptly, confidentially and impartially where appropriate.

For more information on this, see the *Grievance, Conflict and Dispute Handling Policy*.

#### **Effects of Workplace Harassment on People and the Business**

Workplace harassment and bullying is not a part of the culture at Namoi Cotton and is not appropriate. It has detrimental effects on people and the business. It can create an unsafe working environment, result in a loss of trained and talented employees, the breakdown of teams and individual relationships and reduce efficiency. People who are harassed can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence and Namoi Cotton would expect and hope that you do not want to subject any co-workers to this.

#### **Workplace Strategies to Eliminate Workplace Harassment**

Namoi Cotton may take the following actions to prevent and control exposure to the risk of workplace harassment:

- Provide workers with workplace harassment awareness training;
- Educate and encourage employees to follow the *Workplace Harassment and Bullying Prevention Policy*;

Version #	Document Title	Date Approved	Page Number
1.0	PC.PP.007 - Workplace Harassment and Bullying Policy	03.02.22	2

- Introduce a complaint handling system and inform workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process (see *Grievance, Conflict and Dispute Handling Policy*); and
- Regularly review the *Workplace Harassment and Bullying Prevention Policy*, complaint handling system and training.

### **What Happens Where Harassment or Bullying Occurs?**

#### ***What Can You Do If You Feel You Are Subject to Workplace Harassment or Bullying?***

If you feel you have been harassed or bullied, or you believe you have seen a co-worker being harassed or bullied, Namoi Cotton encourage you to take action. Please refer to the *Grievance, Conflict and Dispute Handling Policy* for details on the avenues available to you and how Namoi Cotton will handle Harassment complaints.

Namoi Cotton undertakes that we will treat all complaints seriously and carry out an objective investigation where appropriate. You will not be disadvantaged in employment conditions or opportunities for making a complaint, and Namoi Cotton will take reasonable measures to ensure that you are not victimised

If any Namoi Cotton employees are found to harass or bully others in the course of their employment, Namoi Cotton may take disciplinary action against them. Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action. This may include a warning, counselling, demotion or dismissal, depending upon the circumstances.

### **Summary**

Namoi Cotton believes that everyone should be able to work in a comfortable and safe work environment free of harassment or bullying.

Version #	Document Title	Date Approved	Page Number
1.0	PC.PP.007 - Workplace Harassment and Bullying Policy	03.02.22	3