

Harassment Policy

Obligations

Capricornia Training Company (CTC) recognises a moral and legal responsibility to provide a work environment for employees, contractors, customers and visitors that is free from harassment.

CTC considers harassment as unacceptable behaviour and it will not be tolerated under any circumstances.

Reports of harassment will be investigated promptly and confidentially.

Definitions

Harassment

This is any form of behaviour that:

- Is uninvited or unwelcome
- Often involves abuse of power
- Is likely to cause a hostile or uncomfortable workplace by humiliating someone, seriously embarrassing them, offending them or intimidating them; and
- May cause offence

Sexual Harassment

May consist of one or a combination of the following:

- Jokes, suggestions or comments of a sexual nature
- Offensive hand or body gestures
- Offensive staring or leering
- Distribution of material, telephone calls, emails, screen savers, images from the internet, photographs or other objects which may be offensive
- Unwelcome physical contact such as brushing against a person, patting, touching or fondling
- Unwanted advances, interest, propositions or demands
- Intimidation, abuse or assault
- Unwelcome comments about a person's sex life or physical appearance; and
- Indecent assault or rape (also a criminal offence)

Racial Harassment

May consist of one or a combination of the following:

- Derogatory name calling
- Insults and racial jokes
- Ridicule of any individual for cultural differences
- Racist graffiti
- Verbal abuse or threats
- Unwelcome remarks or innuendos
- Taunting about a person's race, ethnic or national origin, creed or faith; and
- Physical attack

Objectives

CTC will:

- Provide a workplace that is free from harassment
- Ensure compliance with legislative requirements
- Provide information, instruction, training and supervision to employees where necessary
- Provide support and assistance to employees

Responsibilities

It is the responsibility of CTC to create a culture that recognises harassment as unacceptable behaviour and where everyone can realise their full potential

Management is responsible for:

- Ensuring that all staff are aware of the appropriate and acceptable standard of behaviour at work
- Ensuring a supportive, comfortable and productive work environment
- Ensuring that staff are aware of their rights and responsibilities regarding harassment
- Intervening if staff member conduct creates an intimidatory, hostile or offensive work environment; adversely affects staff prospects; adversely affects an individual's work performance, health or job satisfaction or staff member's action results in resignation
- Take early action to deal with behaviour which may be offensive or intimidatory
- Handling complaints immediately, seriously and confidentially with due sensitivity; and
- Preventing the victimisation of anyone involved in a harassment complaint

Employees are to:

- Treat colleagues with respect and dignity
- Ensure their behaviour does not constitute harassment or condone circumstances that may allow such to happen
- Ensure individuals do not suffer from harassment
- Ensure they do not act in an inappropriate manner towards other staff, contractors, clients or the public
- Report all known or observed harassment to their immediate supervisor or manager
- Actively contribute to a harassment free environment

Application of the Policy

This policy is applicable to CTC in all its operations and functions including those situations where employees are required to work off site, including apprentices and trainees.

CTC has a complaint handling system F-0806 which includes procedures for reporting, investigating, resolving and appealing workplace harassment complaints. Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or who is a witness to workplace harassment will not be victimised.

As a general rule, CTC will ensure the following:

- Any observed contravention of this policy should be immediately advised to the staff member's business unit manager or the General Manager
- The offending staff member is to be counselled by the General Manager or manager if the former is unavailable.
- Where necessary, a conciliation process between the relevant parties may be initiated by the General Manager

Any persons found to have been the cause of harassment can expect to face disciplinary action, which may include summary dismissal.