

Company Policy

Harmonious Workplace

Our objective

Austrak is committed to achieving a harmonious work environment free from inappropriate and unlawful conduct such as sexual harassment and other forms of harassment, bullying, unlawful discrimination, victimisation, vilification and occupational violence.

Sexual harassment and other forms of harassment

Sexual harassment means behaviour of a sexual nature that is unwelcome, unsolicited and that it is reasonable for a complainant to regard as offensive, humiliating or intimidating. Sexual harassment includes but is not limited to:

- Uninvited physical contact or gestures of a sexual nature
- Displays of offensive or sexually explicit material in the workplace, including offensive emails and screensavers
- Sexual jokes or comments, insults, taunts, name calling or teasing of a sexual nature
- Staring or leering at a person or parts of their body
- Requests for sex or making promises or threats in return for sexual favours
- Repeated invitations to go out, especially after prior refusal
- Intrusive questions or insinuations about a person's private life or sexual activity.

Sexual harassment is an offence under the Sex Discrimination Act and any person engaging in sexual harassment is personally liable for their own behaviour.

Harassment means any intentional or unintentional behaviour that is unwanted, unwelcome or uninvited which makes person feel humiliated, intimidated or offended. It can take different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour which creates an inappropriate working environment. It can be conduct in person or by electronic means.

Workplace bullying

Bullying occurs where a person or a group of people repeatedly behaves unreasonably towards a worker or group of workers that tends to victimise, humiliate, offend, wrongly undermine or threaten another person. Bullying includes, but is not limited to:

- Verbal abuse such as yelling, screaming or using offensive language
- Excluding or isolating employees
- Teasing, joking or ridiculing a person
- Sabotaging another employee's work
- Speaking to an employee in a manner that is intended to humiliate
- Sending offensive or humiliating emails
- Assigning meaningless tasks unrelated and unnecessary to the job
- Deliberately changing working hours to inconvenience particular employees
- Deliberately withholding information that is vital for effective work performance or sabotaging another employee's work.
- Bullying does not include reasonable management action carried out in a reasonable manner. Reasonable management action includes:
 - Performance management processes
 - Performance feedback

- Job supervision that is provided in an appropriate manner
- Disciplinary action
- Directing a worker to perform duties in keeping with their job
- Allocation of work in compliance with work systems and Austrak procedures
- Restructuring or downsizing of the organisation that may result in loss of employment
- Transfer of work location due to operational requirements.

Examples of bullying might include:

- Abusive, insulting or offensive language
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming
- Teasing or regularly making someone the brunt of practical jokes
- Displaying material that is degrading or offending
- Spreading gossip, rumours and innuendo of a malicious nature.

Violence, assault and stalking are extreme forms of bullying that constitute a criminal offence. Such behaviour should be reported directly to the police. Examples include, but are not limited to, harmful or offensive initiation practices and physical assault or unlawful threats.

Workplace bullying can also be subtle and could include behaviour such as:

- Deliberately excluding, isolating or marginalising a person from normal workplace activities
- Intruding on a person's space by pestering, spying or tampering with their personal effects or work equipment
- Intimidating a person through inappropriate personal comments, belittling opinions or unjustified criticism.

Covert behaviour that undermines, treats less favourably or disempowers others, may also constitute bullying. For example:

- Overloading a person with work
- Setting timelines that are very difficult to achieve, or constantly changing deadlines
- Setting tasks that are unreasonably beyond a person's ability
- Ignoring or isolating a person
- Deliberately denying access to information, consultation or resources
- Unfair treatment in relation to accessing workplace entitlements, such as leave or training.

Occupational violence means to physically attack another person, or to threaten to attack another person in the workplace.

Unlawful discrimination means a form of discrimination that occurs in the workplace or in connection with employment that is prohibited by a law of the jurisdiction within which the alleged conduct the subject of the complaint has occurred.

Victimisation means treating a person unfavourably because they have made, intend to make, or have helped another person make a complaint (other than a false or vexatious complaint), or because someone has made a false complaint or vexatious complaint against them under this procedure.

Vilification means a public act which incites hatred, severe contempt or severe ridicule of a person or group of persons because of their race, religion, sex (gender), lawful sexual activity, pregnancy, impairment political belief or activity.

What we expect

All employees and company representatives are personally responsible for ensuring their behaviour towards fellow employees, clients, contractors, business partners and the community is acceptable and appropriate.

All complaints will be taken seriously and any employee or company representative who is found to have engaged in inappropriate or unlawful conduct such as; sexual harassment and other forms of harassment, bullying, unlawful discrimination, victimisation, vilification or occupational violence while at work or in connection with a worker or group of workers will be subject to disciplinary action.



Murray Adams
General Manager