

Perfect Contracting Pty Ltd

Integrated Management System Policy

IMS.9 – ANTI BULLYING AND HARRASSMENT POLICY

REV	DATE	REVIEW DESCRIPTION	BY
1.0	December 2016	Initial Issue	LH

Anti Bullying and Harrassment Policy

At Perfect Group, we are committed to ensuring that its employees, colleagues and visitors do not suffer any form of bullying or harassment while at the Perfect Group place of work or at work related events. Under no circumstances will the Perfect Group tolerate any behaviour that causes a person to feel threatened, uncomfortable or distressed within the workplace or during work related matters, including work related business and/or social function on and off site.

Our success depends on people working well together, with respect and in an environment, that fosters good working relationships. We do not tolerate any form of bullying or harassment and encourage all employees to report any concerning incidents. All incidents will be treated seriously and dealt with in a prompt, impartial and confidential manner.

Workplace bullying can be described as any repetitive pattern of behaviour that is inappropriate, unreasonable and can be aggressive. It can offend, intimidate or humiliate and creates a risk of physical and/or psychological harm. Bullying is repeated behaviour and may not necessarily include one-off incidents, for example, where a usually reasonable person has lost their temper and offended another person. Some examples of bullying but not limited include;

- Verbal or written abuse, aggressive speech or body language, threats or threatening behaviour
- Being culturally insensitive
- Repeated and unjustified criticism targets at an individual's race or nationality
- Dangerous practical jokes or forms of ritual humiliation, including initiations of apprentices, new employees or young workers
- Swearing, insulting, making offensive noises or gestures
- Harassment or humiliation through criticism, sarcasm, belittling comments or actions, insults, ridicule and 'put-downs' or written comments
- Verbal, physical and psychological intimidation
- Physical or sexual assault, pushing, touching
- Ganging up on a person by a group of people
- Hitting, kicking, defacing, throwing or destroying property

Grievances brought to the attention of Perfect Groups management by employees and any required disciplinary measures will be dealt with in accordance with employment contracts.



Signed:
(Luke Hamblin, General Manager)

Date: 01/12/2016