

1.6. WORKPLACE DISCRIMINATION, BULLYING & VIOLENCE POLICY

These policies state PTC responsibilities and positions regarding;

- Discrimination
- Bullying & Grievances
- Violence

DISCRIMINATION

PTC is an equal opportunity employer. All workers are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position.

Workers are valued according to how well they perform their duties and their ability and enthusiasm to maintain PTC expected standards of service.

PTC Ltd does not tolerate any form of discrimination or harassment in workplace. We believe all workers have the right to work in an environment free from discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism and resignations.

Under Federal and State anti-discrimination laws, discrimination in employment on the following grounds is against the law:

Age	Religion	Marital Status	Political Belief & Activity
Sex	Pregnancy	Parental Status	Lawful Sexual Activity
Race	Impairment	Criminal Record	Trade Union Activity

All PTC managers and supervisors must ensure that all workers are treated equitably and are not subjected to discrimination. They must also ensure that people, who make complaints, or witnesses, are not victimised in any way.

All reports of discrimination or harassment will be treated seriously and investigated promptly, confidently and impartially.

Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, counselling or dismissal, depending on the circumstances.

WORKPLACE BULLYING

PTC considers bullying an unacceptable workplace behaviour and will not tolerate it under any circumstances.

Workplace bullying is 'repeated, unreasonable behaviour directed to a worker, or group of workers, that creates a risk to health and safety'.

Examples of direct bullying include:

- Behaviours or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling or screaming
- Inappropriate comments about a person's appearance, lifestyle or their family
- Teasing or regularly making someone the brunt of pranks or practical jokes
- Interfering with a person's personal property or work equipment
- Spreading misinformation or malicious rumours
- Abusive, insulting or offensive language
- Harmful or offensive initiation practices
- Displaying offensive material.

Examples of indirect bullying include:

- Deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers
- Unfair treatment in relation to accessing workplace entitlements such as leave or training
- Deliberately excluding, isolating or marginalising a person from normal work activities
- Setting timelines that are difficult to achieve or constantly changing deadlines
- Unreasonably overloading a person with work or not providing enough work
- Setting tasks that are unreasonably below or beyond a person's skill level
- Deliberately denying access to information, consultation or resources
- Withholding information that is vital for effective work performance.

Workplace bullying may cause the loss of trained & talented workers, reduce productivity, adversely impact on health & morale, & create legal & financial risks under statute & common law.

PTC expects all workers to behave in an appropriate manner and to treat other workers, clients and customers with dignity and respect and shall ensure that all workers are aware of their rights and obligations under this policy through Toolbox Talks.

Under the Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulations 2017, PTC has a legal obligation to provide a safe & healthy workplace.

Where PTC becomes aware of bullying, the matter shall be investigated even if no complaint has been received.

PTC has grievance and investigation procedures to deal with workplace bullying.

Anyone who is bullied or witnesses bullying should report it as soon as possible.

When bullying is reported, it shall be treated seriously and investigated promptly, confidentially and impartially in accordance with our procedures.

Disciplinary action shall be taken against anyone who is found to have bullied a worker.

Managers and supervisors shall ensure that workers who make complaints, or who are witnesses to a complaint, are not victimised.

Workers shall not victimise complainants, witnesses of an alleged bullying.

Victimisation shall be regarded as a serious breach of discipline and incur disciplinary action.

False or malicious complaints of bullying shall be regarded as a serious offence and shall incur disciplinary action.

WORKPLACE VIOLENCE

PTC has zero tolerance to workplace violence.

All PTC managers and supervisors are responsible for promoting a workplace free of aggressive behaviour and violence, this would include the management of incidents involving aggressive behaviour and violence.

Workplace violence impacts on workers and their ability to perform their work as well as impacting on their families and the community as a whole.

Workers have the right to work in an environment free from aggressive behaviour and violence.

Workers who believe they are subjected to workplace violence or aggression are encouraged to report such incidents to their supervisor. All complaints will be treated seriously & will be investigated promptly.

Violence towards workers and others is a significant work health and safety (WHS) issue, and just like other aspects of WHS, all workers have a role in, and responsibility for, maintaining a safe workplace.

DEFINITION OF WORKPLACE VIOLENCE Work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. It includes a broad range of actions and behaviours that can create a risk to the health and safety of workers. Examples of work-related violence include:

- Biting, spitting, scratching, hitting, kicking
- Throwing objects
- Pushing, shoving, tripping, grabbing
- Verbal threats, armed robbery, sexual assault
- Attacking with knives, guns, clubs or any type of weapon
- Use of Mobile Plant, Power Tools, Hand Tools
- Use of any building material or substances/chemicals used on site

Under the Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulations 2017, PTC has a legal obligation to provide a safe & healthy workplace.

Where PTC becomes aware of any violent incident, the matter shall be investigated even if no complaint has been received.

PTC has grievance and investigation procedures to deal with workplace violence.

Anyone who is attacked or witnesses' violence should report it as soon as possible to their supervisor.

When violence is reported, it shall be treated seriously and investigated promptly, confidentially and impartially in accordance with our procedures.

Disciplinary action shall be taken against anyone who is found to have used violence against any worker.

Managers and supervisors shall ensure that workers who make complaints, or who are witnesses to a complaint, are not victimised.

Workers shall not victimise complainants, witnesses of an alleged violence.

Violence shall be regarded as a serious breach of discipline and incur disciplinary action.

False or malicious complaints of violence shall be regarded as a serious offence and shall incur disciplinary action.

It is recognised that workplace violence is potentially a criminal offence and police action will be taken when appropriate.