

# HARASSMENT

Hansen Yuncken is committed to ensuring that the working environment is free from harassment.

Harassment will be determined as any unwanted, unwelcome or uninvited behaviour which makes another person feel humiliated, intimidated or offended. Harassment may include physical contact, verbal comments, jokes, propositions, making promises or threats in return for sexual favours, or the display of offensive material.

Harassment is illegal in any work related context, and legal action can be taken against those not complying with the Harassment Policy, as per the Federal Sex Discrimination Act 1984, and the individual State and Territory Anti-Discrimination Laws.

Hansen Yuncken aims to:

- Create a working environment where all employees are treated with dignity, courtesy and respect
- Provide an effective procedure for dealing with complaints
- Treat all complaints in a sensitive, fair, timely and confidential manner
- Protect complainants from victimisation or reprisals
- Encourage the reporting of behaviour which breaches the Harassment Policy
- Promote appropriate standards of conduct at all times, & provide appropriate training.

Harassment will not be tolerated under any circumstances by any employee, and disciplinary action will be taken against any employee who breaches this policy, which may also warrant immediate dismissal.

Immediate disciplinary action will also be taken against anyone victimising or retaliating against a person who has complained of harassment.

***Managers shall:***

- Monitor the work environment
- Lead by example
- Treat all complaints seriously and take immediate action
- Refer complaints to another manager if there is a conflict of interest
- Ensure staff are not be placed in a position of risk from physical attack or harassment
- Ensure follow-up and communication with complainant during the reporting/ investigation process.

***Employees shall:***

- Comply with the Hansen Yuncken Harassment Policy
- Offer support to anyone who is being harassed
- Maintain confidentiality, and avoid/ discourage any gossip or rumours.



Joe Barr  
Chief Executive  
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