



Workplace Discrimination and Harassment Policy

1. Purpose

The purpose of this document is to:

- state Armadilla's policy on prohibited behaviour including workplace harassment, sexual harassment, discrimination and bullying;
- outline what constitutes prohibited behaviour in the workplace and assist stakeholders' understanding of related issues

2. Scope

This policy applies to:

- board members
- all employees, including: managers and supervisors; full-time, part-time or casual, temporary or permanent employees; job candidates; student placements, contractors, sub-contractors and volunteers
- how Armadilla provides services to clients and how it interacts with other members of the public
- all aspects of employment, including but not limited to: recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
- on-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever employees may be as a result of their Armadilla duties
- employees treatment of other employees, of clients, and of other members of the public encountered in the course of their Armadilla duties.

3. Employee Rights and Responsibilities

All employees are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- work free from incivility, discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All employees must:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with dignity, courtesy and respect.

Managers and supervisors must also:

- take steps to educate and make employees aware of their obligations under this policy and the law
- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- help employees resolve complaints informally
- refer formal complaints about breaches of this policy to the appropriate complaint handling officer

for investigation

- ensure employees who raise an issue or make a complaint are not victimised
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- seriously consider requests for flexible work arrangements.

4. Unacceptable Workplace Conduct

Discrimination, bullying, harassment and sexual harassment are unacceptable at Armadilla. Employees (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

The following common definitions are applied at Armadilla:

Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability. Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below). For example,

- An employee is harassed and humiliated because of their race, or
- A worker employee is refused promotion because they are "too old".

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic, such as:

- a disability, disease or injury, including work-related injury;
- parental status or status as a caregiver, for example, because they are responsible for caring for children or other family members;
- race, colour, descent, national origin, or ethnic background;
- age and/or sex;
- religion;
- pregnancy and breastfeeding;
- sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual;
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship;
- political opinions and/or social origin;
- medical record;
- an association with someone who has, or is assumed to have, one or more of these characteristics, such as being the parent of a child with a disability.

Bullying

Bullying happens when someone in the workplace repeatedly behaves unreasonably towards another person or group of people and causes a risk to health and safety in the workplace. This behaviour doesn't have to be related to the person or group's characteristics but is considered bullying if:

- a person or group of people repeatedly act unreasonably towards them or a group of workers
- the behaviour creates a risk to health and safety

Harassment

Workplace harassment is where a person is subjected to behaviour, (other than sexual harassment) that:

- is repeated, unwelcome and unsolicited;
- the person considers it to be offensive, intimidating, humiliating or threatening;

Workplace harassment can be committed by: an employer, worker, co-worker, group of co-workers, partner, donor or a member of the public.

Workplace harassment covers a wide range of behaviours. Some examples include - but are not limited to:

- abusing a person loudly, usually when others are present;
- repeated threats of dismissal or other severe punishment, that do not follow the Organisation's standard disciplinary procedures;
- making/sending offensive messages (e.g. via email, telephone or other means);
- significantly impairing the person's work in any way such as withholding information, removing content or altering the intent of the person's work;
- maliciously excluding and isolating a person from workplace activities that they would normally be involved in;
- persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters;
- humiliating a person through gestures, sarcasm, criticism and insults, often in front of others;
- spreading false information

Sexual Harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include - but are not limited to:

- sexually suggestive behaviour, such as leering or staring;
- brushing up against someone, touching, fondling or hugging;
- sexually suggestive comments or jokes;
- displaying offensive screen savers, photos, calendars or objects;
- repeated unwanted requests to go out;
- insults or taunts of a sexual nature;
- sending sexually explicit emails or text messages;
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All employees and volunteers have the same rights and responsibilities in relation to sexual harassment. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

Armadilla recognises that comments and behaviour that do not offend one person can offend another. This policy requires all employees and volunteers to respect other people's limits.

5. Gossip

It is unacceptable for employees at Armadilla to talk with other employees, clients or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

6. Resolving issues at Armadilla

Armadilla strongly encourages any employee who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by first speaking directly with the person or persons involved and requesting they cease the behaviour or raise with your manager.

Employees who do not feel safe or confident to take such action, may seek assistance from their Human resources Manager or a Contact Officer for advice and support or action on their behalf.