

## Workplace Harassment, Sexual Harassment, Bullying and Violence

### **What is work place harassment/sexual harassment?**

Harassment is discrimination on the basis of age, disability (including past, present or future physical, intellectual or psychiatric disability), gender, sexual preference, race, ethnic or religious backgrounds. Any form of behaviour that is not wanted and not asked for and that humiliates, offends or intimidates someone.

#### **This behaviour may include:**

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or texts
- whistling, gesturing, touching or comments that could be offensive to a person
- the inappropriate use of power to influence a person is also a form of harassment
- displaying offensive or pornographic posters or screen savers
- making derogatory comments or taunts about someone's race or religion; and
- asking intrusive questions about someone's personal life, including their sex life

### **What is work place bullying?**

The repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates an employee. Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse.

## **This behaviour may include (if repeated or unreasonable):**

- physical or verbal abuse;
- yelling, screaming, offensive or threatening language;
- setting unreasonable deadlines/requirements and/or changing them
- setting tasks beyond or below a person's skill level
- abrasive, insulting, offensive language
- unjustified criticisms or complaints
- withholding or denying access to information
- denying reasonable requests
- spreading untrue or malicious rumours
- initiation rites
- excluding or ignoring a co-worker in the workplace
- changing arrangements so that they are inconvenient to a worker

## **What is work place violence?**

Workplace violence may not always be a critical or extreme situation from the outset. It sometimes follows a pattern of escalating behaviour – from agitation, expressed anger or frustration and intimidating body language, to verbal/written abuse and threats, physical threats, or assault.

## **This behaviour may include:**

- Verbal abuse, in person or over the telephone;
- Written abuse;
- Harassment;
- Threats;
- Ganging up, bullying and intimidation;
- Physical or sexual assault;
- Malicious damage to the property of staff, customers or the business

## **Reporting Bullying and Violence**

Launch Recruitment takes their responsibility to keep our workplace free from discrimination, harassment, bullying and violence very seriously. If a manager or employee becomes aware of an incident, whether it is by witnessing it or being told about it; it must be reported to a Manager, WHS representative or staff member with whom they feel comfortable immediately.

**IF ONE OF THE ABOVE INCIDENTS OCCURS, PLEASE [DOWNLOAD](#) AND COMPLETE THE INCIDENT [FORM](#)**

### **The process once the incident has been reported:**

Once you have reported the incident, Launch Recruitment will need to collect the details to ensure that this issue can be escalated.

#### **Details will include:**

- details of what was said/done
- details of time and date of the incident
- details of any witnesses
- details of any previous related incidents

It would be a good idea to note down any details as soon as possible. This way when you speak with your Consultant at Launch Recruitment you have specific details and examples to hand. Ensure you complete an incident report.

Launch Recruitment will consult with you regarding next steps. These next steps may include a full investigation of the matter including speaking with a contact at the workplace where the incident occurred and with the subject of the complaint. Launch Recruitment will consult with you regarding what is to be said to any involved parties. Should the incident be found to be a case of workplace bullying then Launch Recruitment will request that remedial action be taken to rectify the situation immediately? This action will vary depending upon the circumstances of the incident. Any complaint of bullying, harassment or discrimination is taken very seriously.

### **What is not workplace bullying?**

Organizations need to be able to run efficiently and profitably and therefore workers need to be managed to achieve outcomes. Although this may at times feel like bullying, if done in a reasonable way it is not. Below are some examples of behaviour that is not regarded as bullying.

- Setting reasonable performance goals, standards and deadlines
- Rostering and allocating working hours where the requirements are reasonable
- Transferring a worker for operational reasons
- Deciding not to select a worker for promotion for legitimate reasons
- Informing a worker about inappropriate behavior in an objective and confidential way
- Implementing organizational changes or restructuring
- Termination of employment