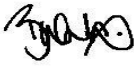




Affects TORGAS Apprentices and trainees	Subject Harassment & Discrimination Policy	Number 1 of 3	Page 1
	Approved By Bronwyn Wheldon	Effective Date 1 July 2011	
	Title: Acting CEO 	Dated: 1 July 2011	

SCOPE: The Harassment & Discrimination Policy covers the strategies for preventing and dealing with Harassment in the workplace.

PURPOSE: The main purpose of the Harassment & Discrimination Policy is to ensure that apprentices and trainees are in a workplace free from harassment and bullying and to ensure that the TORGAS rules relating to harassment and bullying are applied consistently across all areas. The policy will also ensure that TORGAS meets the requirements of the Anti-Discrimination Act 1991.

The policy is based on the following principles:

- Field Officers will take responsibility for ensuring that apprentices work environments are free of harassment;
- There are good people management practices in the field;
- Prompt action is taken when harassment occurs; and
- Apprentices and Trainees are treated fairly and with respect and sensitivity.

POLICY

TORGAS Inc. policy is that harassment and discrimination will not be tolerated. Harassment may be verbal, physical or written and may include the following:

- Bullying (includes any behaviour that offends, intimidates, threatens, degrades, humiliates or harms another person. Bullying can be loud and aggressive or subtle and sneaky, such as sabotaging a person’s work, hiding their equipment or setting impossible deadlines.);
- Offensive or suggestive behaviour;
- Stalking;
- Comments about a person’s sexual life or physical appearance;
- Unnecessary physical intimacy such as brushing up against a person;
- Sexual jokes, offensive telephone calls, photographs, reading matter or objects;
- Sexual propositions or continued requests for dates;
- Physical contact, such as touching or fondling;
- Indecent assault or rape (which are also criminal offences).

Harassment can occur in any location where people are working including those where services are delivered outside the work environment.

Workplace harassment covers a wide range of behaviours ranging from subtle intimidation to more obvious aggressive tactics, including but is not limited to:

- Abusing a person loudly, usually when others are present
- Repeated threats of dismissal or other severe punishment for no reason
- Constant ridicule and being put down
- Leaving offensive messages on email, telephone or social networking sites
- Maliciously excluding and isolating a person from workplace activities
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters
- Humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm.
- Physical contact or requests for sexual favours;
- Persistent following (stalking);
- Suggestive looks implying a sexual interest;
- Persistent verbal abuse or threats; or
- Persistently disrupting an individual’s work, work space, equipment or interfering with their personal property.

Other forms of harassment whether directed at a person or a group can include:

- Jokes, derogatory or dismissive comments;
- Gestures that are insulting or belittling;
- Circulating, displaying written or pictorial material that is offensive or belittling.

In all cases it is unacceptable and will not be tolerated.

It is an offence to discriminate against anyone on the basis of the following:

- Sex;
- relationship or parental status;
- race;
- religious belief or activity;
- political belief or activity;
- impairment;
- trade union activity;
- lawful sexual activity;
- pregnancy;
- breastfeeding needs;
- family responsibilities;
- gender identity;
- sexuality;
- age;
- Personal association with a person who is identified by reference to any of the above attributes.

Accountabilities/Responsibilities

Field Staff

The field team have a leadership role in demonstrating acceptable workplace behaviour. The field team, are responsible for ensuring that apprentices and trainees work in a workplace free of harassment and discrimination.

They should:

- actively promote and support the TORGAS policy and strategies for harassment and discrimination prevention; and
- take appropriate action in circumstances where they become aware of harassment without a complaint being lodged.

Apprentices & Trainees

Apprentices and Trainees have a responsibility to ensure that their behaviour:

- meets an acceptable standard; and
- contributes to a productive workplace environment.

Any improper behaviour observed should be reported to a supervisor or manager.

Apprentices and Trainees who experience harassment should ensure they take action which can include:

- seeking advice and support through their field officer
- telling the person concerned to stop the offending behaviour (the employee may seek support from the TORGAS Harassment Officer before taking this step); and/or
- lodging a complaint through the TORGAS grievance procedures.

Complaints procedure:

If an apprentice or trainee feels that they are being harassed, they should immediately approach their Harassment Contact Officer to discuss the situation.

The Harassment Contact Officer should provide advice to the apprentice/trainee and assist with the steps the apprentice/trainee may like to take.

Advice may include the following:

- Tell the person to stop, if this doesn't work or you are uncomfortable;
- Speak to the Supervisor or Manager
- You are encouraged not to ignore it, ignorance may be taken as unspoken consent and encourage the behaviour.
- Keep a record of dates, times, places and witnesses.
- Keep the matter confidential; don't tell people who do not need to know.
- It is ok to formally complain and never feel guilty
- A formal complaint can be made;

All harassment complaints will be investigated impartially, seriously, empathetically and in the strictest confidence, taking into account the privacy of all parties.

Where appropriate, the incident may also be brought to the attention of the authorities.

Field Officers must report all complaints to the Field Supervisor who will involve TORGAS management in the investigation process.

Training and Information

To encourage a Harassment Free Workplace all field officers at TORGAS will attend an information session/training in the above policy and procedure.

Details about the Apprentice/Trainee Harassment Officer are displayed in the Apprentice & Trainee Manual and will be given to apprentices & trainees in their induction.