



Phillips Joinery Limited

Joinery Manufacturers

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WORKPLACE BULLYING PREVENTION POLICY

Statement

Phillips Joinery is committed to ensuring a healthy and safe workplace that is free from harassment. Workplace harassment or bullying is unacceptable and will not be tolerated under any circumstances.

Definition of

1. A person is subjected to workplace harassment or bullying if the person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person including the person's employer or a co-worker or group of co-workers of the person that:
 - a. is unwelcome and unsolicited.
 - b. the person considers to be offensive, intimidating, humiliating or threatening.
 - c. a reasonable person would consider to be offensive, intimidating, humiliating or threatening.
2. Workplace harassment or harassment does not include reasonable management action taken in a reasonable way by the person's employer in connection with the person's employment.
3. Sexual harassment happens if a person:
 - a. subjects another person to an unsolicited act of physical intimacy, such as patting, pinching or touching in a sexual way or unnecessary familiarity such as deliberately brushing against a person; or
 - b. makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person, such as sexual propositions; or c. makes a remark with sexual connotations relating to the other person, such as unwelcomed and uncalled for remarks or insinuation about a person's sex or private life or making suggestive comments about a person's appearance or body; or
 - d. engages in any other unwelcome conduct of a sexual nature in relation to the other person such as offensive telephone calls or indecent exposure; or does so e. with the intention of offending, humiliating or intimidating the other person; or f. in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Detailed below are examples of behaviours that may be regarded as workplace harassment or bullying, if the behaviour is repeated or occurs as part of a pattern of behaviour. This is not an exhaustive list however it does outline some of the more common types of harassing behaviours or bullying behaviours.

Examples include:

- 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 or the telephone;
- Sabotaging a person's work;
- 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.

Actions That Are Not Workplace Harassment or Bullying

Legitimate and reasonable management actions and business processes such as actions taken to transfer, demote, discipline, redeploy, retrench or dismiss a worker are not considered to be workplace harassment or bullying provided these actions are conducted in a reasonable way.

Effects Of Workplace Harassment or Bullying On People And Business

Workplace harassment and bullying has a detrimental effect on people and the business. It can create an unsafe working environment, result in a loss of training and talented workers, the breakdown of teams and individual relationships and reduced efficiency. People who are harassed or bullied can become distressed, anxious, withdrawn, depressed and can lose self-esteem and self-confidence.

Workplace Strategies To Eliminate Workplace Harassment and Bullying

Phillips Joinery will take the following actions to prevent and control exposure to the risk of workplace harassment or bullying:

- Develop a code of conduct for workers to follow;
- Introduce a complaint handling system and inform all workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process;
- Regularly review the workplace harassment and bullying prevention policy, complaint handling system and training;
- Provide workplace harassment and bullying contact officers.

Responsibilities Of Employees

Phillips Joinery requires all employees to behave responsibly by complying with this policy, to not tolerate unacceptable behaviours, to maintain privacy during investigation and to immediately report incidents of workplace harassment or bullying to contact officers.

Managers and Supervisors must also ensure that employees are not exposed to workplace harassment or bullying. Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment and bullying prevention policy, treat complaints seriously and confidentially and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

Where Employees Can Go For Assistance

An employee being harassed or bullied can contact an internal workplace harassment/bullying contact officer for information and assistance in the management and resolution of a workplace harassment or bullying complaint.

Contact Officer Information

Andy Phillips, Mansell Office

Commitment To Promptly Investigate Complaints

Phillips Joinery has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing workplace harassment and bullying complaints. Any reports of workplace harassment or bullying will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or is a witness to workplace harassment or bullying will not be victimised.


Consequences Of Breach Of Policy

Disciplinary action will be taken against a person who harasses or bullies a worker or who victimises a person who has made or is a witness to a complaint. Proven workplace harassment or bullying will constitute misconduct and as a result the person may be dismissed without a notice period.

Complaints of alleged workplace harassment or bullying found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action. Malicious, frivolous or vexatious complaints include complaints that are deliberately harmful, spiteful, trivial or serious attention or resources.

Review Of Policy

This policy and the actions outlined above will be reviewed regularly because of changes to the risk profile of the workplace or relevant legislation. If necessary, further changes and actions may be introduced to ensure that workplace harassment and bullying is prevented and controlled.


Signed:
On behalf of the board of directors

Date: March 2025



Directors: M. P. C. Phillips (Managing) A. N. Phillips B.A.(Hons) H. Stubbs Company Secretary: A. N. Phillips B.A.(Hons)

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