



## Harassment Free Workplace Policy

CoreStaff regards harassment in any form as a serious breach of CoreStaff's Equal Opportunity Policy and supports the rights of individuals to be free from harassment while engaged in workplace activities undertaken as part of their employment.

CoreStaff aims to provide a workplace free of sexual harassment and general or intimidatory harassment including bullying and victimisation, and to maintain a workplace where people can work without feeling threatened or discomforted by the prospect of being harassed.

**Sexual harassment** is unwanted, unwelcome, uninvited behaviour that is perceived to be of a sexual nature that is offensive from the point of view of the recipient, regardless of any 'innocent intent' on the part of the alleged offender. Men and women can be subjected to sexual harassment by a person of the same or the opposite sex.

Sexual harassment includes, but is not limited to, such actions as:

- Displays of offensive or pornographic material.
- Offensive communications, both verbal and written including sexist or sexual jokes, innuendo or comments.
- Uninvited and unnecessary physical contact or gestures.

**Bullying or intimidatory harassment** is a situation where a person is systematically mistreated at work. Bullying includes subjecting someone to ongoing:

- Yelling, screaming or abusive language.
- Continual criticism.
- Isolation or the cutting off of all contact.
- The sabotaging of their ability to do their work.

**Victimisation** involves intimidator behaviour directed against a person who has made or proposes to make a complaint against the harasser, or is, or will be, or has been, a witness against the harasser.

Complaints of harassment will be handled promptly through CoreStaff's Resolution of Issues procedure in a confidential, fair and impartial manner. Harassment behaviour can be a dismissible offence, depending on the seriousness of the events.

This policy will be reviewed on a regular basis to ensure current best practice.

Authorised by:

Rob Blenkinship  
CEO  
CoreStaff Pty Ltd

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