

## HARASSMENT FREE WORKPLACE POLICY

CoreStaff aims to provide a workplace free of harassment and regards any form of this behaviour as a serious breach of our Code of Conduct Policy.

Appropriate disciplinary action will be taken against any employee who is found to have engaged in such behaviour. Depending on the seriousness of the incident this may include termination of employment.

**Sexual Harassment** is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated and may include:

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- displaying, sharing offensive or pornographic material.
- intrusive questions or statements about your private life
- sending sexually explicit emails or text messages
- requests for sex or repeated unwanted requests to go out on dates
- 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.

**Bullying** is repeated and unreasonable behaviour by an individual, or group of individuals and may include:

- repeated hurtful remarks or attacks, or making fun of your work or you as a person, including your sexuality, gender identity, race or culture, education or economic background
- gossiping and spreading private or untruthful information
- excluding you or stopping you from working with people or taking part in activities that relates to your work
- playing mind games, ganging up on you, or other types of psychological harassment
- intimidation (making you feel less important and undervalued)
- giving you pointless tasks that have nothing to do with your job
- giving you impossible jobs that can't be done in the given time or with the resources provided
- deliberately changing your work hours or schedule to make it difficult for you
- deliberately holding back information you need for getting your work done properly
- pushing, shoving, tripping, grabbing you in the workplace
- attacking or threatening with any type of object that can be turned into a weapon
- initiation or hazing - where you are made to do humiliating or inappropriate things in order to be accepted as part of the team.

Complaints of harassment will be handled promptly through CoreStaff's Disciplinary Procedure with the utmost confidentiality, fairness and impartiality.

Rob Blenkinship



CEO

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