IMP07 – Bullying and Harassment Policy

Advanced Constructions Pty Ltd is committed to protecting the health and safety of it's employees as well as other persons who may be affected by Workplace Bullying and Harassment.

To fulfil this objective and to meet legal obligations, the Advanced Constructions expects people to:

- behave in a responsible and professional manner in accordance with the Advanced Constructions Code of Conduct.
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others, and
- be fair and honest in their dealings with others.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time. Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with clients
- at work-related events, for example at conferences and work-related social functions, and
- on social media, where workers interact with colleagues or clients and their actions may affect them either directly or indirectly.

This policy applies to all employees, contractors and visitors conducting business on Advanced Constructions Pty Ltd premises or other premises controlled by the company.

This policy is available to all interested parties, it is available on the company computer network, in all Project Management Plans, given to all new workers during their induction and posted on all company noticeboards.

Ethan Sinclair

Managing Director