

## BULLYING & HARASSMENT POLICY

Hender Lee Electrical (HLE) believes all workers should work in an environment free from bullying and harassment.

**Workplace Bullying & Harassment** is defined as repeated, unreasonable behaviour directed toward 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 regard to the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Examples of behaviour that may be considered to be workplace bullying if the above three criteria are met include:

- Abusive, insulting or offensive language or comments;
- Unjustified criticism or complaints;
- Deliberately excluding someone from workplace activities;
- Withholding information that is vital for effective work performance;
- Setting unreasonable time frames or timelines or constantly changing deadlines;
- Setting tasks that are unreasonably below or beyond a person's skill level;
- Denying access to information, supervision, consultation or resources such that it has a detriment to the worker;
- Spreading misinformation or malicious rumours;
- Changing work arrangements, such as rosters and leave, to deliberately inconvenience a particular worker or workers'; and
- Excessive scrutiny at work.

Single incidents can also present a risk to health and safety and will not be tolerated. HLE and its workers' have a responsibility to ensure workers are not exposed to bullying and harassment and must not engage in such behaviour.

HLE have procedures to deal with workplace harassment and bullying. All reports will be treated seriously and dealt with promptly, confidentially and impartially. HLE encourage all workers to take action to manage workplace bullying and harassment and report workplace bullying and harassment in-line with the procedure.

HLE will ensure that workers' who make reports and anyone else who may be involved are not victimised. The contact person for reporting any alleged bullying or harassment in this workplace is Allan Hender.

### Consequences of breaches

If this policy is not adhered to, disciplinary action may result. This could include: issuance of a warning, counselling, demotion or dismissal depending on the circumstances.



**Allan Hender, Managing Director**

20<sup>th</sup> June 2021