



# **BULLYING, HARASSMENT, DISCRIMINATION AND VICTIMISATION POLICY**

Comgroup Supplies Pty Ltd is an equal opportunity employer committed to providing a safe workplace free from bullying; harassment; discrimination and victimisation. All workers are treated fairly and have equal rights within the workplace. Workers also have responsibilities to help the business comply with the *Fair Work Act 2009; Fair Work Regulations 2009; Work Health and Safety Act 2011* and the *Anti-Discrimination Act 1991*.

At Comgroup Supplies we do this by:

- Ensuring all workers and members of the public are aware that harassment; bullying; discrimination and victimization are not tolerated, and penalties may occur if found.
- Providing a dispute resolution policy whereby any employee who feels that they have been harassed; bullied; discriminated or victimized can inform the company of such incidents in confidence without retaliation
- Educate, consult, and train workers in the severity of bullying; harassment; discrimination and victimization in the workplace and how it can be avoided
- Undertake a fair and thorough investigation of any complaints of bullying; harassment; discrimination and victimization regardless of the severity in a timely manner
- Administering relevant disciplinary action in accordance with the penalties stated in relevant legislature and company policies
- Recording complaints; investigations and actions taken in relation to bullying; harassment; discrimination and victimization and making them available for review by authorized senior managers

Workers will uphold compliance by:

- Ensuring their personal behavior does not discriminate; harass; bully or victimize any workers or members of the public
- Reporting all incidents where discrimination; harassment; bullying or victimization has occurred in a timely manner
- Actively participate in any educational workshops regarding bullying; harassment; discrimination and victimization

Steven Myler  
**CEO**

Handwritten signature of Steven Myler in blue ink, dated 01/11/2023, written over a horizontal line.

Signature

Terry McManus  
**Head of People and Safety**

Handwritten signature of Terry McManus in black ink, written over a horizontal line.

Signature

Bullying, Harassment, Discrimination and Victimisation Policy – Version 2 – 01/11/2023 – Review Date:  
01/11/2028

*Our Values: Customer Focused, Highest of Quality, Safety Conscience, Teamwork, Accountability and Respect*