



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.

CEO Name

Signature

Head of People and Safety Name

Signature

Bullying, Harassment, Discrimination and Victimisation Policy – Version 1 – 22/03/2022 – Review Date:
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Our Values: Customer Focused, Highest of Quality, Safety Conscious, Teamwork, Accountability and Respect