Respect at Work Policy

Workforce International Group Pty Ltd (including any subsidiary or related party,) (**Workforce**), is committed to the principals and legal requirements of Respect at Work policy.

This policy applies to all employees of Workforce, including contractors and casual employees. This policy applies to interactions either in person or via any form of communication including email, text message or social media. This policy is not limited to the workplaces or work hours. This policy extends to all functions and places that are work related, for example, work lunches, conferences, end of year parties and client functions.

Workforce believes that the mental health and wellbeing of our all our employees is key to the organisational success and sustainability of our business.

Workforce aims to achieve this by:

- Providing a safe and productive workplace, which is free from discrimination, harassment, bullying and workplace violence
- Promoting the principles of equity, diversity, respect and tolerance in all work and management practices.
- Raising organisational awareness regarding discrimination, harassment, bullying, workplace violence and the information contained in this policy
- Promoting and monitoring all parties are aware and informed of their positive duty responsibilities in relation to this policy
  Creating a self-monitoring culture where all employees acknowledge, support and champion the principles of a workplace free from discrimination, harassment, bullying and workplace violence and who are encouraged to report any behaviour that breaches this policy.

All employees are required to always advocate and adhere to the following principles while at work:

- Discrimination, harassment, bullying and workplace violence can have a serious impact on the health, safety, and wellbeing on employees, and can damage WIG's culture and reputation. WIG views such behaviours as unacceptable, and they will not be tolerated under any circumstances.
- WIG aims to ensure that all employment related decisions such as recruitment, selection, learning, development, and promotional opportunities are made based on merit and that the conditions of employment are fair and equitable.
- WIG is committed to providing a confidential grievance process where employees can access accurate advice and make complaints about issues relating to equity, diversity and respect in the workplace.

Positive Duty:

In operating its business WIG must take reasonable and proportionate measures to eliminate, as far as possible, the following conduct:

- discrimination on the ground of sex in a work context
- sexual harassment in connection with work
- sex-based harassment in connection with work
- conduct that amounts to subjecting a person to a hostile workplace environment on the ground of sex
- related acts of victimisation.

This positive duty of WIG extends to protecting its employees from unlawful behaviour of third parties and providing safe, respectful, and inclusive workplaces. This is because third parties can pose a significant risk to workers.

Accountabilities:

WIG has a legal responsibility to prevent discrimination, harassment, bullying and victimisation in the workplace.

Everyone within the workplace also has an individual responsibility and a positive duty of care to ensure a safe and healthy workplace.

Managers have the responsibility to:

- Ensure the policy framework promotes a workplace free from discrimination, harassment, bullying and victimisation
- Model appropriate workplace behaviour and monitor the workplace to ensure the behaviour of others is in accordance with this policy
- Ensure managers and supervisors support, manage, and apply this policy within their area.
- Ensure WIG's EEO Management Plan is implemented
- Understand this policy and its associated procedures, including the following WIG Procedures: Grievance and Dispute Procedures
- Make available education, information and support regarding the policy and its associated procedures.
- Apply the policy and its associated procedures fairly, reasonably, and consistently, including making decisions relating to employment, training, promotion and reward that are equitable and based upon merit and promptly address behaviours that may constitute discrimination, harassment, bullying or workplace violence.

All employees have a responsibility to:

- Understand the policy and its associated procedures, including the Grievance and Dispute Procedures
- Seek information, guidance, and support where necessary to understand the policy and its associated procedures
- Genuinely and respectfully participate in the process of contributing to a workplace free from discrimination, harassment, bullying and victimisation, including behaving with respect and reporting breaches of this policy.

Human Resources / Safety and Compliance:

- Provide information, guidance and support to management and employees.
- Administer the process and maintain the records with respect to EEO Management Plan and any related grievances.
- Report to management and employees on the EEO Management Plan.

DEFINITIONS

Term	Definition
Bullying	Repeated, unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety. Repeated behaviour includes behaviour that is persistent in nature and may be a range or pattern of behaviours over a period of time. Unreasonable behaviour includes behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, intimidate, or threaten another person. Fair and reasonable management action does not constitute bullying.
Discrimination	Treating a person, or group of people, less favourably because of their background or certain personal characteristics. Grounds of discrimination are set by law, and may include age, disability, race, sex, pregnancy, marital or relationship status, family responsibilities, sexual orientation, gender identity or intersex status. Equal Employment Opportunity (EEO) The principle which ensures that all employees and potential employees are treated equally and fairly.
Harassment	Any uninvited or unwelcomed behaviour that involves verbal, written, visual or physical affronts against another person. Harassment can involve unwelcome and offensive behaviour that relates to the ground listed in, but not limited to, the definition of Discrimination. Fair and reasonable management action does not constitute harassment. Merit An assessment of each person's skills and abilities against the needs of the job and disregarding personal characteristics that are irrelevant for the job.
Merit	Recognises knowledge, skills and experience gained both inside and outside formal employment.
Sexual Harassment	Unwelcome conduct of a sexual nature that a reasonable person would expect to be offensive, intimidating, humiliating or threatening.
Vexatious complaints	Complaints that are frivolous, made maliciously and without grounds.
Victimisation	Treating a person, or group of people, less favourably because they have made a complaint, intend to make a complaint or are involved in a complaint.
Workplace Violence	Threatening or physically attacking a person in the workplace. Threatening includes a statement or behaviour that causes the person to believe that they are in danger of being

	physically attacked. Physically attacking includes the direct or indirect application of force by a person to the body of, or the clothing or equipment worn by another person.
Reasonable Management Action	Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purpose of this policy. Examples of reasonable management action may include, but are not limited to: a) Performance management processes b) Disciplinary action for misconduct c) Informing a worker about unsatisfactory work performance or inappropriate work behaviour d) Directing a worker to perform duties in keeping with their job e) Maintaining reasonable workplace goals and standards f) Legitimately exercising a regulatory function g) Legitimately implementing a WIG policy or administrative process

Applicable legislation:
This policy is to be read in conjunction with the following:

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination & Other Human Rights Legislation Amendment Act 2009
- Industrial Relations Act 1996 (NSW)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health Safety Act for each State and Territory
- Work Health Safety Regulation for each State and Territory
- Workplace Relations Act 1996 (Cth)

Related WIG Policies and Procedures:

Please refer to the following WIG policies and procedures:

- Code of Ethic and Conduct
- Grievance Policy and Procedure
- Disciplinary Policy and Procedure
- Bullying and Harassment Policy

The efficacy of this policy will be assessed through feedback from workers and periodic review by Senior Leadership to determine if the objectives have been met and to ensure it remains relevant for our workplace and complies with any changes in legislation.



Ray Roberts
Chief Executive Officer
Workforce International Group Pty Ltd
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