

WORKPLACE VIOLENCE AND BULLYING POLICY

For staff Solutions T/as ARC Staff, Australian Recruitment Company is committed to providing safe and respectful workplaces that are free from all forms of bullying, harassment and unlawful discrimination. This policy has been developed to assist employees understand what behaviours constitute workplace bullying, harassment and unlawful discrimination. ARC Staff considers such behaviour to breach the Group's Code of Conduct. In addition, such behaviour may also violate various laws and regulations. In line with the ARC Staff Values, all employees are required to behave in a manner that is professional, which includes demonstrating courtesy and respect to others so that the workplace (or other relevant locations) remain positive for all employees.

Who does the policy apply to?

The policy applies to all directors, officers, employees, contractors and onhire staff of ARC Staff . IT may be extended to suppliers with whom we are working with under contractual obligations.

This policy outlines what behaviour constitutes bullying, harassment and unlawful discrimination.

What is workplace bullying?

Workplace bullying is repeated and unreasonable behaviour connected with the workplace. "Unreasonable behaviour" is behaviour that is victimising, humiliating, intimidating or threatening and may be intentional or unintentional. It can occur in a number of ways including electronically, face to face or through social media.

What are some examples of workplace bullying?

- Bullying behaviour may include any of the following types of behaviour:
- Aggressive, intimidating or belittling conduct;
- Joking, sarcasm or teasing;
- Constant unconstructive criticism;
- Unreasonable work demands or withholding information needed by the employee to perform their role;
- Social isolation;
- Exclusion from team events; and
- Pressure to behave in an inappropriate manner.

What bullying is not?

Bullying is not "reasonable management action" which may include:

- Performance management processes; and
- Disciplinary action for misconduct.

What is Discrimination and Harassment?

Discrimination is when an Employee is affected by unfair or unreasonable treatment on the basis of certain attributes that are protected by law from discrimination. These attributes may include gender, age, race, religion, disability, parental status or status as a carer, pregnancy or breastfeeding or sexual

orientation and gender identity. Harassment can be a single incident or repeated behaviour in respect of the protected attributes that makes a person feel intimidated, insulted or humiliated. Harassment can take the form of actions, comments, physical contact or inappropriate behaviour. Sexual harassment is a serious form of harassment. It is unwelcome sexual behaviour which could make a person feel offended, humiliated or intimidated. It can occur at work or at workrelated events. A person may not voice their objections to the inappropriate behaviour but that does not mean that they are not offended by the behaviour.

By way of example, it may include, but is not limited to, any of the following:

- Sexually suggestive comments or jokes;
- Accessing or sharing inappropriate content or displaying offensive material;
- Unwanted sexual advances;
- Sexually explicit emails, texts or posts on social media; and
- Accessing sexually explicit internet sites.

How do we apply this policy?

Employees are encouraged to raise any concerns of improper conduct with their direct manager, or the Director. Where an employee witnesses bullying or harassing behaviour they are also encouraged to report this behaviour. Any allegations of bullying, harassment or unlawful discrimination will be investigated in line with the Code of Conduct Policy and confidentiality maintained. Unnecessary breach of confidentiality is a serious matter and may be subject to disciplinary action. Where it is established that employees have engaged in behaviour which constitutes bullying, harassment or discrimination, disciplinary action may be taken which can include termination of employment and/or referral to authorities.

Governance

ARC Staff is committed to maintaining workplaces free from bullying, harassment and unlawful discrimination. This policy should also be read in conjunction with ARC Staff other core policies including the Code of Conduct.