



Bullying, Harassment & Anti-Discrimination Policy

Policy number	2019-1/7	Version	Rev 1.1.1
Drafted by	Leigh Canet	Approved by MD	30/03/2020
Responsible person	Leigh Canet	Scheduled review date	30/3/2021

Introduction:

Membrey's Transport & Crane Hire is committed to creating a workplace that is free from harassment, bullying and unlawful discrimination, as well as ensuring that equal employment opportunities exist for all current and future employees.

Objectives:

Our commitment to equal opportunity and preventing unlawful discrimination/sexual harassment is achieved by:

- Complying with relevant regulations and statutory obligations relating to unlawful discrimination.
- Ensuring that all persons have equal opportunity and are not subjected to harassment, vilification and unlawful discrimination on the grounds of age, sex, race, religion, raising health and safety issues, political opinion or other personal views, characteristics or preferences.
- Ensuring that a process is in place so that staff will be selected or promoted according to merit with no major importance being placed on the expected future performance of the staff member, irrespective of personal attributes.
- Prohibit direct & indirect discrimination, bullying or harassment of any kind.
- Refraining from any unwelcome conduct, language, or printed material of a discriminative nature.
- Prohibiting all sexually explicit materials from sheds, amenities and offices.
- Providing training and education programs to employees and sub-contractors so they are aware, understand and are committed to this policy.
- Having in place a reporting / handling process for all staff who believe they have been discriminated against or harassed in contravention to this policy.
- Dealing with issues of non-conformance to ensure a discrimination free workplace.
- Ensuring that reports on breaches of this policy, resulting in unacceptable behaviour, can be given without fear of re-employment.
- Failure to comply with this policy will trigger formal disciplinary procedures.
- Ensure staff are formally aware of this policy and confirm same.

Craig Membrey

Managing Director:
Membrey's Transport & Crane Hire Pty Ltd

Issue Date: March 2020