



## HARASSMENT POLICY

It is the policy of Andrew's Refrigerated Transport that all employees and subcontractors should enjoy good working relationships with each other and with management. This means that everyone should feel comfortable in the workplace and that differences should be respected. An important part of good working relationships is that everyone must be able to work in an environment free from harassment, which is behaviour that they do not like or do not want to happen. All harassment, which is sexual or sex-based, religious, racial or relates to a person's marital status, disability, age, pregnancy or homosexuality is discriminatory and will not be tolerated in the workplace. Most types of harassment are also against State and Federal Anti-Discrimination laws and may also be an offence under the Crimes Act. Harassment also goes against our Equal Opportunity policy and our Occupational Health & Safety policy by making the workplace unsafe.

It is Andrew's Refrigerated Transport policy that:

- Harassment will not be tolerated under any circumstances. It is not OK.
- Any employee or subcontractor can complain about harassment to their supervisor or other managers, Equal Employment Opportunity Officers or the Anti-Discrimination Board.
- All harassment complaints will be treated seriously, sympathetically, quickly and privately.
- All harassment complaints will be investigated fairly and impartially.
- Action will be taken to make sure that harassment stops.
- People making complaint and witnesses will not be victimised in any way for making a complaint.
- Complaints should be settled within the workplace wherever possible.

### What is harassment?

Harassment is any behaviour that is not asked for and not wanted and that happens because of a person's sex, race, age, marital status, religious belief, disability or homosexuality.

Harassment offends, upsets, humiliates or scares another person. It makes the workplace uncomfortable and unpleasant.

Harassment is not always intended – acts or behaviour, which are funny or don't mean much to one person may hurt or offend another. A workplace **without** harassment is a workplace where people respect and tolerate the rights and differences of others.

### Types of harassment

Harassment in the workplace can take many forms. It can be overt (obvious) or subtle, direct or indirect (for example where a hostile feeling / environment is created without any direct attacks being made on a person)

Some forms of verbal harassment: -

- Sexual or suggestive remarks
- Making fun of someone
- Imitating someone's accent
- Propositions (sexual invitations)
- Spreading rumours
- Obscene telephone calls / unsolicited letters, faxes or E-mail messages.
- Repeated unwelcome invitations
- Offensive jokes
- Repeated questions about personal life
- Threats or insults
- The use of language that is not suitable in the workplace
- Name calling

Some forms of non-verbal harassment: -

- Putting sexually suggestive, offensive or degrading / insulting material on walls, computer screen savers, E-mail and so on
- Suggestive looks or leers
- Unwelcome practical jokes
- Displaying or circulating racist cartoons or literature
- Mimicking someone with a disability

- Being followed home from work
- Ignoring someone or being particularly cold or distant with them
- Not sharing information
- Offensive hand or body gestures
- Unnecessary leaning over someone
- Sending offensive material through computer faxes or E-mail.
- Wolf whistling
- Continually ignoring or dismissing someone's contribution in a meeting/discussion

Some forms of physical harassment: -

- Unnecessary physical contact (pinching, patting, brushing up against a person, touching, kissing, hugging against a person's will)
- Indecent or sexual assault or attempted assault
- Pushing, shoving or jostling
- Putting your hand or an object (like a payslip) into someone's pocket (especially breast, hip or back pocket).

Legally, the employer is responsible for what happens in the workplace. Management advises that any form of **harassment** will not be tolerated and all complaints will be taken seriously and handled accordingly.

**Andrew Smyrnis**  
Transport Manager