

## Workplace Bullying Policy

**Complete Asset Management Solutions (Complete AMS)** are committed to providing a safe and healthy workplace free from bullying. **Complete AMS** will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially. Workers are protected by this policy whether they feel bullied by a supervisor, another worker, client, contractor or member of the public.

This policy will be made available to all workers including contractors. New workers will be shown a copy of this policy at their induction. The Managing Director and supervisors will remind workers of the policy from time to time.

### Expected workplace behaviours

Under work health and safety laws workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

**Complete AMS** expects people to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with clients
- at work-related events, for example work-related social functions
- on social media where workers interact with colleagues or clients and their actions may affect them either directly or indirectly.

### What is workplace bullying?

**Workplace bullying** is defined as *repeated, unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and safety.*

**Repeated behaviour** refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

**Unreasonable behaviour** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

A single incident of unreasonable behaviour is not considered to be workplace bullying however it may have the potential to escalate and should not be ignored.

## What is not workplace bullying?

**Reasonable management action** taken by managers or supervisors to direct and control the way work is carried out is not workplace bullying if the action is carried out in a lawful and reasonable way, taking the particular circumstances into account.

## What can you do?

If you feel you are experiencing or witnessing workplace bullying, and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue promptly either with your supervisor, health and safety representative or other business unit manager within the organisation. If you witness unreasonable behaviour you should bring the matter to the attention of your manager as a matter of urgency.

## How we will respond?

If workplace bullying or unreasonable behaviour is reported or observed, we will take the following steps:

1. The responsible supervisor or general manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
2. If issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made.
3. All complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information.
4. There will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.

## Consequences of breaching this policy

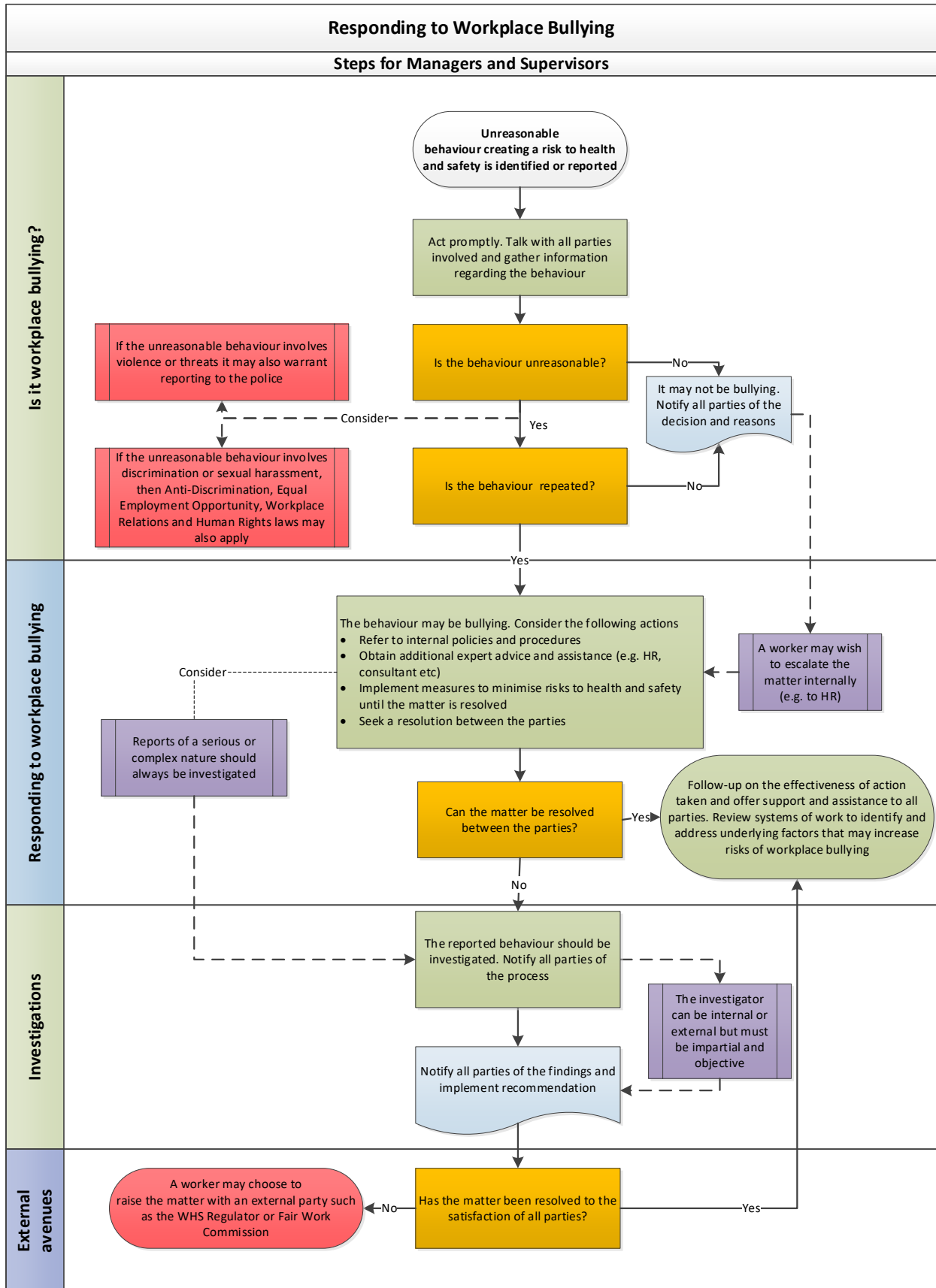
Appropriate disciplinary action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- a verbal or written apology
- one or more parties agreeing to participate in counselling or training
- a verbal or written reprimand
- transfer, demotion, or dismissal of the person engaging in the bullying behaviour.

## If bullying has not been substantiated

If the investigation finds bullying has not occurred or cannot be substantiated, **Complete AMS** may still take appropriate action to address any workplace issues leading to the report.

**Workplace Bullying Flowchart**



## Further Information

### **New South Wales**

SafeWork NSW

Website: [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

Email: [contact@safework.nsw.gov.au](mailto:contact@safework.nsw.gov.au)

Phone: 13 10 50

### Fair Work Commission

National Helpline: 1300 799 675

Website: [www.fwc.gov.au](http://www.fwc.gov.au)

## Other support services

Lifeline: 13 11 14

Beyond Blue: 1300 224 636

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