

# ANTI-HARASSMENT POLICY

**Insert Your Company** is committed to providing and maintaining a healthy and safe workplace free from harassment, in which people are treated with dignity, decency and respect. Accordingly, no form of harassment will be tolerated at a **Insert Your Company** workplace and disciplinary action will be taken against anyone who engages in any form of harassment.

Harassment includes any unwelcome behavior that offends, humiliates or intimidates a person. A person is subjected to 'workplace harassment' if the person is subjected to repeated behavior by a person, including the person's employer or a co-worker or group of co-workers of the person, that:

- Intimidates or humiliates;
- Is considered to be offensive, intimidating, humiliating or threatening;
- A reasonable person would consider to be offensive, intimidating, humiliating or threatening.



# SAMPLE

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negative stereotyping.

Non-verbal harassment may include distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, scorn or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

A person who believes that they have been subjected to workplace harassment should report the incident to management of **Insert Your Company** and reports of workplace harassment will be promptly investigated. Confidentiality will be maintained throughout the investigation to the extent that it is practicable and appropriate under the circumstances.

**Insert Your Company** will take disciplinary action if it is determined that the accused party has breached this anti-harassment policy. Conversely, if it is found that the accusation is malicious, vexatious or frivolous in nature, the complainant may be subject to disciplinary procedures.

If any person directly involved in a harassment investigation is dissatisfied with the way a complaint has been dealt with by **Insert Your Company**, the person can seek further advice from an outside agency, such as the **Human Rights Commission, Equal Opportunity Commission or the Anti-Discrimination Board**, or its equivalent in your State or Territory.

Legitimate and reasonable management actions and business processes, such as actions taken to transfer, demote, discipline, reassign, rehire or dismiss a worker are not considered to be workplace harassment, provided these actions are conducted reasonably. Managers are expected to offer constructive and reasonable advice and comment as a legitimate aspect of their role.

This anti-harassment policy is not limited to the workplace or work hours and shall extend to all work functions and places that are work-related.

Manager

Reviewed **Insert Date**