

GOOD WORKING RELATIONSHIP POLICY

TM Safety Solutions has the right to be treated with respect and dignity.
In order to achieve this goal, TM Safety Solutions is committed to providing an environment free from all forms of discrimination and harassment.

Objectives:

TM Safety Solutions aims to:

- Create a working environment which is free from discrimination, harassment and bullying where everyone is treated with dignity, courtesy, and respect.
- Implement training and awareness raising strategies to ensure that everyone understands their responsibilities.
- Provide an effective procedure for complaints based on the principles of natural justice.
- Treat all complaints in a sensitive, fair, timely and confidential manner.
- Guarantee protection from any victimisation or reprisals.
- Encourage reporting of behaviour which fails to meet TM Safety Solutions Good Working Relationship Policy.
- Promote appropriate standards of conduct at all times.

1.1 Harassment:

Harassment is any form of unwelcome and unsolicited behaviour that is offensive, humiliating, and detrimental on the grounds of sex, race, ethnic background, nationality, religion, marital status, disability, sexuality, or age.

Examples of these include but are not limited to:

- Displaying material of an offensive nature.
- Making offensive written or verbal statements.
- Making offensive jokes.
- Sending offensive email.
- Physical intimidation.

1.2 Sexual Harassment:

A person is subjecting another to sexual harassment if they do any of the following things in such a manner or in such circumstances that the other person feels offended, humiliated, or intimidated.

- Subject the other person to an unsolicited and intentional act of physical intimacy.
- Demand or request, directly or by implication, sexual favours from the other person.
- Make a remark pertaining to the other person, being a remark that has sexual connotations.
- Give unwelcome attention of a sexual nature.

And it is reasonable that the other person should feel offended by that conduct.

1.3 Bullying:

Bullying is similar to harassment and involves the repeated less favourable treatment of a person by another or others in the workplace and is likely to be behaviour that intimidates, offends, degrades, or humiliates another.

Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse.

Bullying behaviour may include:

- Physical or verbal abuse.
- Yelling, screaming or offensive language.
- Excluding or isolating team members.
- Intimidation.
- Assigning meaningless tasks unrelated to the position allocated to person.

Harassment, discrimination, and bullying are illegal!

What can you do if you are being harassed, bullied, or discriminated against?

1. Initially tell the harasser/offending person, straight away, that you do not want them to behave in such a manner.
2. If this approach is unsuccessful or you feel you cannot approach the person directly you should approach your supervisor or manager. If your supervisor or manager is responsible for the harassment or discrimination you should approach a manager from another section of your workplace.
3. If you feel you cannot approach someone in your immediate workplace you can contact the Fair Work Ombudsman or SafeWork NSW.

TM Safety Solutions Responsibilities:

- Will do everything possible to deal with any complaint quickly, fairly, and adequately.
- Will treat all complaints of harassment and discrimination seriously and will deal with them promptly, impartially, and confidentially.
- Will take the steps necessary to ensure that the harassment and or victimisation does not continue and that a practicable, fair and appropriate solution to the problem is reached.
- Will take all reasonable steps to ensure that all parties involved in the matter are advised of the final outcome of any investigations that may occur into the incident.

Complaints Process

If you are being harassed, bullied, or discriminated against the following steps are to be followed:

1. Ask the offending person to cease the behaviour that is causing you distress.
2. If the behaviour continues or you do not feel comfortable approaching the offending person directly, raise the matter with your TM Safety Solutions or your Manager.

TM Safety Solutions/Manager

3. Investigate in a confidential manner, the manner raised in all discussions, every effort must be made to protect the identity of the person who has reportedly been harassed, bullied, or discriminated against.

This investigation may involve:

- Closer personal monitoring of the workplace that gives rise to the situation(s) that leads to the offending behaviour.
 - Discussing the matters raised with others in the workplace who may have witnessed the offensive behaviour or situations.
 - Meeting with the person/persons involved in the harassment, bullying or discrimination to understand their perspective of the situation.
 - Reminding all team members in the workplace that harassment, bullying and discriminating behaviour will not be tolerated.
4. If the investigation determines for the inappropriate behaviour are to be counselled and advised that:
 - Their behaviour is appropriate and must cease immediately.
 - Harassment, bullying and discriminatory behaviour will not be tolerated.
 - Continuing the behaviour will lead to further disciplinary action that may include termination of employment.
 - TM Safety Solutions /manager is to continue to closely monitor, for a reasonable period, the workplace to ensure that there are no reprisals, and that the behaviour ceases.
 - The person raising the matter is to be advised of the outcome of the investigation and any further action(s) that may be occurring.

Note: In some instances, the behaviour and or situation may be such that instant termination of person(s) employment, or any contracts is warranted.

I _____ have read and understand all of the points included in the Good Working Relationship Policy and agree to be bound to it.

Employee's Signature and Date

Tracey Millard
TM Millard
Sole Proprietor
Senior Safety Consultant