



# Victimization Policy

Just Focus Pty Ltd

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## Victimisation policy

Just Focus Cleaning is committed to fair and objective conflict resolution and will not in any way retaliate against an individual who makes a complaint or participates in an investigation nor will it permit any worker to engage in retaliative actions. Retaliation is a serious violation of company policy and should be reported immediately. Any person found to have retaliated against another individual for making a complaint will be subject to disciplinary action.

## What is victimisation?

Victimisation is any threat or retaliative action taken against an individual who takes any of the following actions:

- Makes a legitimate allegation that the organisation or a fellow worker is breaking a state or federal law;
- Participates in an investigation or proceeding to determine if the organisation has broken the law; or
- Refuses to take an action that would break the law.

Examples of threats or actions that constitute victimisation include but are not limited to loss of employment, demotion, bullying, harassment and intimidation, and threats or acts of violence.

For example, if a worker reports to the management that they feel they have been racially discriminated against by a co-worker or manager, and then is subsequently threatened by that individual, then victimisation has occurred and the Anti-Discrimination Act (1991) applies. The complainant that has been victimised will be protected by this policy.

## Reporting victimisation

Individuals who believe they have been subjected to victimisation should immediately seek advice from their manager or the Director and follow the company's formal grievance resolution procedure.

## Responding to victimisation

Just Focus Cleaning will act promptly to investigate and resolve the complaint fairly and professionally. Complainants and respondents may seek the assistance of a support person at any stage during the complaints process. Victimisation procedures will be carried out thoroughly even if the original complaint that led to the victimisation is resolved.

