

Just Focus is committed to fostering a positive workplace environment where people treat each other and the community with respect and where sexual harassment and bullying are unacceptable. Our organisation will ensure that a culture of respect and appropriate behaviour is maintained at the workplace. To ensure that Just Focus is fulfilling its duties under relevant legislation, steps will be taken to:

- Provide suitable training in the identification and resolution of suspected workplace discrimination, sexual harassment and bullying; and
- Provide suitable systems to ensure that workplace discrimination, sexual harassment and bullying is actioned in a fair and equitable manner.

WORKPLACE BULLYING

What is Workplace Bullying?

Workplace bullying (previously referred to as workplace harassment) is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. 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 whether intentional or unintentional. Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include, but are not limited to abusive, insulting or offensive language or comments, withholding information that is vital for effective work performance, setting unreasonable timelines or constantly changing deadlines, spreading misinformation or malicious rumours and changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

Types of behaviour that isn't considered workplace bullying include:

- **One-off Incidents:** A single incident of unreasonable behaviour is not considered to be workplace bullying, however it may have the potential to escalate and will not be ignored.
- **Workplace Conflict:** Differences of opinion and disagreements are generally not considered to be workplace bullying. People can have differences and disagreements in the workplace without engaging in repeated, unreasonable behaviour that creates a risk to health and safety. However, in some cases conflict that is not managed may escalate to the point where it meets the definition of workplace bullying. Workplace conflict will be managed on a case by case basis to support our aim to promote a culture of mutual respect.

- **Reasonable Management Action Taken in a Reasonable Way:** Just Focus and our Managers may take reasonable management action to direct and control the way work is carried out. It is reasonable for managers and supervisors to allocate work and give feedback on a worker's performance. These actions are not considered to be workplace bullying if they are carried out lawfully and in a reasonable manner, taking the particular circumstances into account.

Preventing Workplace Bullying

Just Focus aims to prevent instances of workplace bullying by:

- Instilling a team culture;
- Defining and enforcing standards of acceptable behaviour;
- Implementing effective consultation and communication strategies;
- Promoting positive leadership styles and providing support to staff in leadership positions; and
- Providing training to staff and leaders.

SEXUAL HARASSMENT

Just Focus is opposed to sexual harassment in any form. Workers and visitors should be able to operate in an environment free of any behaviour considered to be sexual harassment regardless of the sex, sexual orientation or gender identity of the parties.

What is Sexual Harassment?

If a person subjects another person to:

- an unsolicited act of physical intimacy;
- makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person;
- makes a remark with sexual connotations relating to the other person;
- engages in any other unwelcome conduct of a sexual nature in relation to the other person; and

the person engaging in the conduct does so with the intention of offending, humiliating or intimidating the other person or in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment include physical contact such as patting, pinching or touching in a sexual way, unnecessary familiarity such as deliberately brushing against a person, sexual propositions, unwelcome and uncalled for remarks or insinuations about a person's sex or private life, suggestive comments about a person's appearance or body, offensive telephone calls and indecent exposure.

Sexual harassment does not have to be repeated or continuous to be against the law. Some forms of sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, are also criminal offences.

Sexual interaction, flirtation, attraction or friendship that is consensual and invited, mutual or reciprocated is not considered to be unwelcome and therefore is not considered sexual harassment. However, Just Focus may

respond to instances such as these to ensure that such conduct does not create an unpleasant and sexualised workplace for other workplace participants.

Preventing Sexual Harassment

Just Focus aims to prevent instances of sexual harassment by:

- Discouraging any workplace behaviour that is sexist or potentially offensive to others;
- Implementing effective consultation and communication strategies;
- Providing training to staff and leaders;
- Supporting bystanders to take action against sexual harassment; and
- Enforcing appropriate standards of conduct including outside of the workplace i.e. at work functions.

IDENTIFYING WORKPLACE BULLYING AND SEXUAL HARASSMENT

Instance of workplace bullying, sexual harassment or discrimination may be identified and reported by those subject to the behaviour or by witnesses. Just Focus may become aware of these issues through the following:

- Direct reporting;
- Consultation with staff;
- Conducting exit interviews with departing staff;
- Monitoring internal statistics such as incident reports, workers' compensation claims, absenteeism and staff turnover to identify sudden changes or patterns; and
- Monitoring areas where issues have arisen in the past.

Responding to Workplace Bullying and Sexual Harassment

Just Focus will treat reports of workplace bullying, sexual harassment and discrimination seriously. We will respond promptly, impartially and confidentially. A person can raise or report sexual harassment verbally or in writing by:

- Informing a supervisor, manager or member of the Management Committee;
- Informing their health and safety representative or union representative; and/or
- Using established reporting procedures.

Where possible Just Focus will manage instances of bullying and sexual harassment through the normal Grievance Resolution Policy and Procedure in place. Where this is not effective or where the people involved are unsatisfied with the outcome, they can make a complaint to the Anti-Discrimination Commission for instances of discrimination or sexual harassment or apply to the Fair Work Commission for an order to stop the bullying.

Evaluation and Review

Just Focus shall evaluate the effectiveness of this procedure through the monitoring of any complaints made and how successful the Grievance and Complaint Resolution process is.

Any escalation to external agencies, including involvement of unions, must be reported to the Management Committee for action.

Records

Records of all complaints will be undertaken in a systematic manner that ensures the privacy of both the person making the complaint and the person that the complaint is about is maintained. These records will include the initial Grievance Form as well as a summary of what action was taken, meetings held and if the matter was successfully resolved.