

# Equal Employment Opportunity

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by the company. It also applies for all recruitment, selection and promotion decisions.

The objective of the Equal Opportunity Policy is to improve business success by:

- Providing a safe, respectful and flexible work environment; and
- Delivering our services in a safe, respectful and reasonably flexible way.

## Harassment, Discrimination, Sexual Harassment and Bullying

We are committed to providing a workplace free from harassment, discrimination, sexual harassment and bullying. Behaviour that constitutes harassment, discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

### Harassment

A person unlawfully harasses another person if they make that person feel humiliated, offended or intimidated. This can happen via actions, behaviours, comments or physical contact.

This may include, but is not limited to:

- Telling jokes about particular minority or racial groups
- Sending explicit or sexually suggestive emails or messages
- Making derogatory comments about someone's race or religion
- Asking personal questions about a someone's personal or sex life

## **Discrimination**

**Discrimination is where a person treats, or proposes to treat, someone less favourably due to a particular attribute the person may have. This also applies when there is a requirement, condition or practice that is the same for all employees, but will disadvantage one or more people due to a particular attribute.**

**Protected attributes include, but are not limited to:**

- **Age**
- **Colour**
- **Descent, ethnicity or nationality**
- **Disability or impairment**
- **Industrial activity/inactivity**
- **Lawful sexual activity, orientation or preference**
- **Gender or gender identity**
- **Relationship status**
- **Physical features**
- **Political beliefs or participation**
- **Pregnancy or Breastfeeding**
- **Race**
- **Religious belief or participation**
- **Sexuality or sexual preference**

## **Sexual harassment**

**Sexual Harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated.**

**Examples of sexual harassment include, but are not limited to:**

- **Persistent, unwelcome pressure for sexual favours or outings**
- **Staring or leering at someone or parts of their body**

- Unwelcome touching, including patting, pinching and unnecessary familiarity
- Sexually explicit materials, email, letters, phone calls or messages
- Smutty or suggestive jokes and comments
- Insults or taunts based around sex or sexual preference
- Sexually explicit physical contact
- Indecent exposure
- Molestation or Assault
- Stalking

Some of these types of sexual harassment are also considered breaking criminal law.

## Workplace bullying

Bullying is repetitive behaviour towards an employee or group that creates a risk to their health and safety.

Some examples of recurring behaviour which constitute bullying include, but are not limited to:

- Physical or Verbal abuse
- Intimidation
- Yelling or Offensive Language
- Exclusion or Isolation
- Physiological Harassment
- Assigning meaningless, unrelated tasks
- Assigning impossible tasks/deadlines
- Deliberately changing timeframes or rosters to inconvenience one or more employees
- Deliberately withholding information to undermine effective work performance

You must immediately report any behaviour that constitutes sexual harassment, bullying or discrimination to your manager.

**Grievances, performance management and disciplinary action do not necessarily constitute bullying, provided they are on reasonable grounds.**

**You will not be victimised or treated unfairly for raising an issue or making a complaint.**



southern tablelands arts