



## DISCRIMINATION, HARASSMENT & BULLYING POLICY

Big Lift Cranes is committed to eliminating all forms of workplace discrimination and harassment.

Big Lift Cranes prides itself on upholding the following Principles:

- To maintain an appropriate level of employee awareness of what constitutes unacceptable behavior in the workplace.
- To ensure that employees are aware of their rights and responsibilities relating to workplace discrimination and harassment.
- To provide employees with details of the informal and formal processes for investigating and resolving complaints.

Big Lift Cranes is strongly committed to providing its employees with a workplace free from all forms of discrimination and harassment.

Workplace discrimination and harassment have serious implications for both productivity and morale.

The negative consequences for employees and Big Lift Cranes include:

**For Employees** -Sustained harassment or discrimination can have a devastating effect on the lives of victims. Individuals can suffer fear, anxiety and stress which can cause or exacerbate physical illness, reduce their work performance, increase absenteeism and even cause them to resign from work.

**For the Company** -If unchecked, harassment can also damage the workplace by creating tension and conflict which can lead to poor staff morale, divided teams, absenteeism, reduced productivity and higher staff turnover.

The aim of achieving a harassment free workplace is not intended to impose restrictions on individual working styles or on workplace related relationships and social activities. Rather, its aim is to recognise that people of different backgrounds and interests need to treat each other with respect and courtesy if Big Lift Cranes is to be an effective organisation.

Discrimination can occur directly or indirectly:

**Direct discrimination:** occurs when a person or group of people are treated in an unfair or less favorable way because of an attribute such as age, gender, race, religion, sexual orientation, disability, pregnancy, or marital status.

**Indirect discrimination:** occurs when a person or organisation imposes a requirement (a rule, policy, practice or procedure) that is the same for everyone, but has an unequal or disproportionate effect on a particular group or groups. If the requirement is not reasonable in all the circumstances, it is likely to be indirect discrimination.

As an equal opportunity employer, Big Lift Cranes will treat all employees and prospective employees fairly and on the basis of their individual merit.

### **Bullying**

Workplace bullying is the repeated, less favorable treatment of a person by another or others in the workplace. It includes behavior that intimidates, offends, degrades or humiliates a worker.

Bullying can be distinguished from more common examples of harassment in that it is often about changing the perceptions and behaviors of others, whereas harassment focuses on belittling or targeting individuals or groups on the basis of perceived differences.

Bullies may use loud and aggressive tactics like yelling or screaming abuse. They may also use subtle intimidation like inappropriate comments about personal appearance, constant criticism, isolating workers from normal work interaction, withholding information or imposing impossible deadlines.

### **Harassment**

Harassment is any form of behavior that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated. It is behavior that is likely to offend, humiliate or intimidate. It can make it difficult for effective work to be done by the individual or groups targeted or affected by this behavior.



## DISCRIMINATION, HARASSMENT & BULLYING POLICY Cont.

For harassment to occur there does not have to be an intention to offend or harass. It is the *impact* of the behavior on the person who is receiving it, together with the nature of the behavior, which determines whether it is harassment.

Further, 'workplace' in this context is defined to include not only the usual work environment, but also work related events, seminars, conferences, work functions, Christmas parties, and business trips. Some examples of workplace harassment might include:

- Offensive physical contact, derogatory language or intimidating actions;
- Insulting or threatening gestures or language (overt or implied) or continual and unwarranted shouting in the workplace;
- Unjustified and unnecessary comments about a person's work or capacity for work;
- Openly displayed pictures, posters, and graffiti or written materials which might be offensive to some;
- Phone calls or messages on electronic mail or computer networks which are threatening, abusive or offensive to employees;
- Persistent following or stalking within the workplace, or to and from work; and
- The exclusion of a person or group from normal conversations, work assignments, work related social activities and networks in the workplace.

Workplace harassment should not be confused with legitimate comment and advice on the work performance or work-related behavior of an individual or group. However, feedback and counseling should always be carried out in a constructive way that is not humiliating or threatening, and that is consistent with the performance management appraisal process.

### Sexual Harassment

Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature that is likely to offend, humiliate or intimidate.

### Sexual harassment can take many forms and may include:

- Belittling jokes or comments based on gender stereotypes
- Behavior which insists that gender stereotypes be maintained and exercised in the workplace
- Uninvited touching, kissing or embracing; • making promises or threats in return for sexual favors
- Displays of sexually graphic material including posters, cartoons and screen savers
- Repeated invitations to go out after prior refusal
- Staring or leering at a person or parts of their body
- Sexually explicit conversation
- Persistent questions or insinuations about a person's private life; and
- Any behavior that creates a sexually hostile work environment.

### Victimisation

Victimisation involves treating someone unfairly because they have made, or intend to make, a discrimination or harassment complaint. This also includes those who have supported another person in making a complaint. Workplace discrimination and harassment, including sexual harassment, bullying and victimisation, will not be tolerated at Big Lift Cranes. Any conduct amounting to discrimination or harassment will be addressed promptly and in a serious manner.

AUTHORISED BY

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "D. R. J.", written over a horizontal line.

Position: \_\_\_\_\_

DIRECTOR

Date: 4/11/2013