**Respect in the Workplace Policy**

At (business name), we are committed to providing a respectful workplace that is free of all forms of workplace bullying and harassment, including sexual harassment. Workplace bullying, harassment and sexual harassment is unacceptable and a risk to everyone’s health and safety, particularly mental and physical health.

This policy applies to all workers, contractors and visitors at this workplace. It is our policy that bullying, harassment and sexual harassment of workers, contractors or visitors will not be tolerated.

Workplace bullying is the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate. It includes behaviour that offends, degrades or humiliates another person. This also includes the use of digital technology for cyber-bullying. Examples may include harassment via mobile phone, social media or email.

Workplace harassment includes offensive, belittling, or threatening behaviour towards an individual or group of workers. The behaviour is unwelcome, unsolicited, usually unreciprocated, and often repeated.

Sexual harassment includes unwelcome sexual advances or flirtations, requests for sexual favours, and other verbal, visual or physical conduct of a sexual nature, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No worker (including managers) shall bully, threaten, harass or insinuate, either explicitly or implicitly, that another person’s refusal to submit to bullying, harassment or sexual harassment will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Similarly, no worker shall promise, imply, or grant any preferential treatment in connection with another worker engaging in sexual conduct.

At (business name), it is a condition of employment that all workers treat each other with courtesy, dignity and respect. Any worker who feels that they are a victim of bullying, harassment or sexual harassment by a supervisor, manager, workmate, customer, client, or visitor in connection with their work should bring the matter to the immediate attention of their supervisor. A worker who feels uncomfortable bringing an issue to the attention of their supervisor should report the matter directly to a senior manager.

Any questions about the intent of this policy, or potential bullying, harassment or sexual harassment should also be brought to management’s attention. We will promptly investigate all allegations of bullying, harassment or sexual harassment in a confidential manner and take appropriate corrective action if warranted.

Any worker who is determined, after an investigation, to have breached this policy, will be subject to disciplinary action which may include termination of employment.