



Workplace Bullying & Harassment Policy

The management of SCC (S.A.) Pty Ltd. is committed to providing a professional work environment free from work place bullying, harassment or discrimination. Whilst SCC is concerned to ensure that harassment, discrimination and workplace bullying does not occur but, in the event it does, appropriate action will be taken quickly.

Employees of SCC must not engage in harassing, discriminatory or bullying behaviour towards another employee; clients or a member of the public with whom they have contact in the course of their employment.

SCC will not tolerate such behaviour and may take disciplinary action up to and including dismissal against any employee who:

- Participates in harassing, discriminatory or bullying behaviour; or
- Victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination or workplace bullying.

Accordingly, all SCC (S.A.) Pty Ltd. employees are to:

- Treat others in a professional, courteous, respectful and fair way;
- Treat harassment, discrimination and workplace bullying matters seriously, and deal with issues in a prompt, confidential and fair manner; and
- Report any incidents to an appropriate person.

SCC (S.A.) Pty Ltd. will endeavour to:

- Identify and eliminate any form of workplace bullying and harassment of any kind.
- Educate workers as to the nature and effects of harassment, discrimination and bullying and to provide necessary resources to inform them of the contents of this policy.
- Ensure all allegations raised will be investigated, dealt with promptly, confidentially and impartially.
- Address all interpersonal conflicts and difference of opinions or disagreement in accordance with the SCC grievance procedure.
- Promote an environment which recognises associated risks, and acknowledges what action to take regarding any concerns about workplace bullying and harassment.
- Comply with all relevant Work Health and Safety (WHS) Legislation, Codes of Practice and appropriate Standards for all workers, contractors and visitors associated with our workplace.

Brandon Petty – Managing Director

18/8/2015
Date

