

**Introduction** This policy applies to all relationships within the Company, including those with Employees, trainees, clients, contractors and other visitors.

It is Company policy to provide an environment where Employees:

- are treated with dignity, courtesy and respect,
- can work without distress or interference caused by harassment, including sexual harassment.

The Company does not accept harassment of any kind by Employees, trainees, clients, contractors or other visitors. Behaviour of this nature is unacceptable and will not be tolerated in any circumstances.

This policy also applies to harassment in any work-related context including conferences, work functions, work-related Christmas parties or business trips.

**What is Harassment?**

Harassment is any uninvited, unacceptable or unwelcomed behaviour or conduct of a verbal, physical, social or psychological nature that a reasonable person would interpret as offensive, humiliating or intimidating to another person.

This behaviour can relate to:

- gender
- racial or ethnic background
- religion
- political affiliation
- sexual preferences
- personal attributes, disabilities or physical appearance
- comments about a persons sex life
- jokes, offensive telephone calls, photographs, reading matter or objects of a nature that relate to the points above eg: gender, race, religion etc.
- physical contact such as touching, patting or fondling
- constant requests to participate in social activities
- requests for sexual favours and leering.

In order to constitute harassment, the conduct of a person need not be intentional. Harassment behaviour can be perpetrated by individuals or groups and can involve single or repeated incidents.

Some types of harassment may also be considered an offence under criminal law eg: assault, stalking, obscene communications or indecent exposure.

**Dealing with Harassment Issues**

Employees who believe they are being harassed are firstly encouraged to inform the alleged perpetrator that their behaviour is offensive, unacceptable and against company policy and ask them to stop.

Employees have a range of informal and formal options available to address a harassment issue. Employees who wish to discuss or receive assistance with a harassment issue are encouraged to approach the Company's Management.

Where a complaint of alleged harassment is brought to the Company's attention, the complaint will be addressed as early as possible in accordance with the Company Grievance Resolution Procedure.

**Employee** All Employees have a responsibility:

# HARASSMENT POLICY



- Responsibility**
- to abide by the company ATTAR Harassment Policy
  - not to conduct or participate in offensive, humiliating or intimidating behaviour
  - to set a personal example through their own conduct at work
  - to notify management if they observe any harassing behaviour being displayed in the workplace.
- Management Responsibility**      Company Management have a responsibility to:
- encourage the development and implementation of preventative measures
  - take immediate corrective action if inappropriate behaviour is observed in the workplace, without waiting for a complaint to be made
  - communicate the ATTAR Harassment Policy to all Employees and ensure that they are familiar with its contents.
- Vexatious Complaints**      Vexatious or malicious complaints, (complaints made in bad faith without genuinely believing the complaint to be true) will not be tolerated.
- Victimisation**      No Employees may be threatened, victimised or disadvantaged as a result of:
- making or intending to make a harassment complaint,
  - providing information as a witness,
  - supporting a complainant.
- Disciplinary Action**      If a claim of harassment is substantiated, the Company will consider the matter and initiate disciplinary action in line with the circumstances of the individual case, up to and including termination of employment, exclusive of any civil remedy or criminal penalty that might be pursued if appropriate.
- Procedures**      Refer to ATTAR Grievance Resolution Procedure