



Discrimination, Harassment, Bullying and Equal Employment Opportunity Policy

Purpose

Sydney Heritage Fleet is committed to providing all employees and volunteers with a positive and harmonious working environment free from discrimination, harassment and bullying. All employees and volunteers are to be treated equally and fairly.

Scope

This policy applies to all permanent, temporary and casual employees of Sydney Heritage Fleet as well as contractors and volunteers. It applies to all interactions with colleagues, suppliers, customers, volunteers and members of the public at all times during and out of work hours, including off the premises lunches, dinners and functions, whenever an employee or volunteer is representing Sydney Heritage Fleet.

Definitions

- *Discrimination*
Discrimination is an act that distinguishes individuals from others based on their differences which may be disadvantageous to them. These differences include race, gender, religion, culture, sexual orientation, physical or mental disability, age, marital status, pregnancy, transgender status or carer's responsibilities.
- *Harassment*
Harassment is the act of behaving in a way which may offend, embarrass or upset another person or creates a hostile work environment. This includes verbal and non verbal threats or abuse, bullying, making inappropriate remarks, innuendoes or advances, forcing unwanted attention on someone and any act which elicits an employee's perception of being harassed.
- *Sexual harassment*
Sexual harassment can be in the form of physical harassment (touching, grabbing, kissing), verbal harassment (unwelcome remarks about appearance or sexual matters, offensive jokes, repeated invitations for dates, name calling) or non verbal harassment (staring, leering, sending emails with sexual content or innuendo, displaying sexually graphic material, stalking).
- *Bullying*
Bullying is the **repeated** and unreasonable behaviour displayed by any person towards a person or group which may have adverse effects to the person or group's health and safety. This includes verbal abuse, yelling and screaming, ostracizing a person or persons, intimidation or undermining performance by deliberately withholding information necessary for effective work performance.



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Note: Fair and reasonable management action taken in order to counsel an employee or volunteer for instances of underperformance, investigating complaints made against employees or volunteers, discipline for misconduct and other work directions in line with business needs **does not** amount to bullying.

- *Equal employment opportunity (EEO)*
EEO is a legal obligation for employers to provide all employees with a fair and equal opportunity in all aspects of their employment. This includes areas such as training, promotional opportunities, internal transfers and secondments, recognition, rewards, shifts, salary and general working conditions.

Responsibilities

To encourage an environment free from discrimination, harassment, and bullying, all employees, volunteers/members and management are responsible for:

- behaving in an appropriate and professional manner.
- identifying and reporting inappropriate behaviour when they witness it.

When recruiting or promoting employees, EEO applies to ensure new hires are free from discrimination. Recruitment and promotions will be based on the best person for the job.

Any report of discrimination, harassment or bullying will be taken seriously by management and all parties concerned.

Procedures

If you feel an incident of discrimination, harassment or bullying has occurred, please follow the steps below. Any employee or volunteer/member who feels they are the victim of discrimination, harassment or bullying has the right to and is encouraged to lodge a complaint and take action without fear of being victimised. For further information refer to the Sydney Heritage Fleet Complaints Policy.

1. *If you are an employee:*

- If it feels safe to do so, advise the person(s) who is exhibiting the discriminatory, harassing or bullying behaviour towards you that their behaviour is offensive and unacceptable and you wish for them to stop.
- Report the matter at the earliest possible instance to your Manager, General Manager or The President. Your complaint will be dealt with in confidence.
- Document any relevant details about the incident(s) and save emails, phone messages, social media content etc.



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2. *If you are a volunteer/member:*

- If it feels safe to do so, advise the person(s) who is exhibiting the discriminatory, harassing or bullying behaviour towards you that their behaviour is offensive and unacceptable and you wish for them to stop.
- Report the matter at the earliest possible instance to your Team Leader and to Volunteer Services vservices@shf.org.au. Your complaint will be dealt with in confidence.
- Document any relevant details about the incident(s) and save emails, phone messages, social media content etc.

3. *Management reporting procedure*

Directors, Managers, Team Leaders and Volunteer Services are responsible for ensuring that all employee and volunteer/member complaints are handled in an efficient and confidential manner as outlined in the Sydney Heritage Fleet Complaints Policy.

Further information

For further information on this policy please contact the General Manager (employees) or Volunteer Services (volunteers) vservices@shf.org.au, who will direct you to the relevant person/team.

References

- <http://www.safework.nsw.gov.au/>
- Sydney Heritage Fleet Constitution
- Sydney Heritage Fleet Work Health & Safety Policy
- Sydney Heritage Fleet Complaints Policy

Approval

Approved by the Sydney Heritage Fleet Board of Directors on October 11, 2018.

This policy will be reviewed and revised from time to time as required.