

WORKPLACE BULLYING POLICY

Winslow is committed to maintaining a positive working environment, free from bullying behaviour. Bullying behaviour is destructive, demoralising and can severely damage morale within a workplace. This policy applies to all direct and indirect (i.e. agency or subcontract) employees of Winslow.

What is and isn't Bullying Behaviour:

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. It can include behaviour that is direct or indirect whether verbal, physical or otherwise.

It can occur between two or more employees or between employees and a manager or a person in authority and results in a situation that harms, intimidates, threatens, victimizes or humiliates an employee or employees.

Bullying behaviours may include:

- Verbal abuse or threats including yelling, screaming or offensive language
- Excluding or isolating people from workplace activities
- Outbursts of anger or aggression
- Spreading malicious rumors
- Assigning impossible tasks, meaningless tasks unrelated to the job, or giving someone the majority of unpleasant tasks
- Cyber bullying
- Physical abuse.

Bullying does not include the application of reasonable management action and legitimate authority in the workplace including:

- Managing and directing how work is performed
- Monitoring workflow and providing feedback on performance
- Setting reasonable performance goals, standards and deadlines
- Performance management when it is conducted in a constructive way and does not involve personal insults or derogatory remarks
- Informing an employee about inappropriate behaviour in an objective / confidential way
- Disciplinary actions
- Decision not to provide a promotion
- Action taken to transfer or retrench an employee
- Making organisational changes or restructuring with consultation.
- Conflict between people at work such as differences of opinions
- Dissatisfaction or grievances with organisational decisions.

Workplace bullying is best dealt with by taking steps to prevent it from happening and responding quickly if it does occur. The longer the bullying behavior continues, the harder it becomes to repair working relationships and the greater the risk to health and safety. All managers and supervisors are responsible for actively intervening to prevent and stop any bullying behavior that is occurring in their workplaces.

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How to address Bullying

Bullying complaints will be addressed, confidentially and sensitively and promptly. Any employee who believes that he or she has experienced or witnessed workplace bullying has options as to how to best address the situation and should consider what is most appropriate for their circumstances, but is encouraged to act as soon as possible in one of the following ways:

Complaint Resolution Policy

The Company has a number of designated employees to deal with issues of discrimination, harassment, sexual harassment, victimisation and bullying (Complaints Officers). These Complaints Officers will deal with complaints and issues that arise under the Company's Equal Employment Opportunity Policy, Workplace Bullying Policy, Harassment & Sexual Harassment Policy, Diversity & Inclusion Policy and Health and Safety Policy.

Direct approach:

If you feel safe and comfortable talking to the person you believe is bullying you, calmly tell the person that you object to their behaviour and ask them to stop it. They may not realise the effect their behaviour is having on you. This approach may be effective in the behaviour ceasing. If the behaviour does not cease immediately escalating your complaint will be necessary using one of the other avenues stated.

Raise with your Manager:

Report the behaviour to your manager or one up manager (if more appropriate) who will discuss the complaint with you to seek resolution and may consult with Human Resources.

Raise with Senior Management:

Report the behaviour to Senior Management who will discuss the complaint with you to seek resolution.

Where necessary a formal investigation will be undertaken and may result in disciplinary action and/or termination of the employee responsible. Every employee has a responsibility to comply with this policy and to treat everyone with dignity and respect.

Confidentiality and Victimization:

The parties to a bullying complaint are required to maintain confidentiality in relation to the concern or complaint.

Victimization is subjecting, or threatening to subject, someone to something detrimental because they have asserted their rights under equal opportunity law, occupational health and safety law, made a complaint, assisted someone else to make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimization.

A person must not victimise or subject another person to detrimental action as a consequence of raising a claim or being involved in the resolution of a complaint under this policy.

Any breach of either the confidentiality or non-victimization requirements in this policy will be treated seriously by Winslow and may result in disciplinary action.

Occupational Violence and Aggression:

Occupational violence and aggression is when a person is abused, threatened, or assaulted in a situation related to their work. Examples of occupational violence include yelling, swearing and name



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calling, standing over someone, biting, spitting, scratching, hitting, kicking; pushing, shoving, tripping, grabbing; throwing objects; verbal threats; threatening someone with a weapon, sexual assault.

Employee Assistance Program Support:

If you require further support, professional counselling is available via our Employee Assistance Program (EAP) on 1300 135 600. This is a confidential service available to you and your immediate family members.

Further Cross References may be made to the following Winslow Policies

Equal Employment Opportunity Policy,
Complaint Resolution Policy,
Harassment & Sexual Harassment Policy,
Diversity & Inclusion Policy
and Health and Safety Policy.

External References:

Victorian Equal Opportunity & Human Rights Commission
WorkSafe
OHS Act and WHS Act.

TREVOR LOCKWOOD
Chief Executive Officer

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