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**ABN 28 100 968 885**

**Bick Hire Pty Ltd**

**Civil, Plant & Truck Hire**

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**Bick Hire Policy - HARASSMENT FREE WORKPLACE**

**Versions 1**

**Date 20th October 2014**

**AIM**

**Bick Hire aims:**

* **to provide a workplace free of sexual harassment and general or intimidatory harassment including bullying and victimisation: and**
* **to maintain a workplace where people can work without feeling threatened or discomforted by the prospect of being harassed**

**APPLICATION**

**This policy applies to all those who are employed, contracted or associated with Bick Hire. Complaints of harassment will be handled confidentially, fairly and promptly. Harassment may be on and off or ongoing and where serious or continuing it is a dismissible offence.**

**SEXUAL HARASSMENT**

**Sexual Harassment is unwanted, unwelcome, uninvited behaviour of a sexual nature that is offensive from the point of view of the recipient, regardless of any ‘innocent intent’ on the part of the alleged defender. Men and women can be subjected to sexual harassment by a person of the same or the opposite sex.**

**Sexual Harassment includes, but is not limited to, such actions as;**

* **displays of offensive or pornographic material;**
* **offensive communications, both verbal and written;**
* **sexist or sexual jokes or comments;**
* **uninvited and unnecessary physical contact and gestures;**
* **innuendo including sexual insinuations and suggestive or derogatory comments;**
* **unwanted invitations (especially after prior refusal);**
* **unwelcome requests for sexual favours; and**
* **intrusive questions or insinuations about a person’s private life.**

**GENERAL HARASSMENT (Bullying and Victimisation)**

**Bullying is a situation where a person is systematically mistreated at work. Bullying includes subjecting someone to;**

* **yelling, screaming or abusive language;**
* **continual criticism;**
* **isolation or cutting off all contact; and**
* **the sabotaging of their ability to do their work.**

**Victimisation involves intimidatory behaviour directed against a person who has made or proposes to make a complaint against the harasser; or is, will be or has been a witness against the harasser.**

**Scott Frayne, Director**