



HARASSMENT POLICY

City Group Pty. Limited is an Equal Employment Opportunity (EEO) employer. This means we're committed to treating all employees fairly, that is, on the basis of the employee's individual merit rather than irrelevant personal characteristics. It also means that we're committed to ensuring that employees do not harass or treat any other employee or job applicant unfairly. City Group Pty. Limited operates a zero-tolerance policy in regard to harassment of any kind.

Types of harassment that are against the law:

General harassment

In general, harassment is any type of behaviour that:

- the other person does not want; and
- offends, humiliates or intimidates them because of their:
 - sex, including pregnancy;
 - race, including colour, nationality, descent and ethnic, ethno-religious or national origin;
 - age;
 - marital status;
 - sexual preference;
 - disability;
 - carers' responsibilities;
 - religion;
 - political opinion;
 - social origin;
 - discrimination because a relative or associate has one of these characteristics (except carers' responsibilities).

Discrimination or unfair treatment which occurs because of the characteristics listed above may also be unlawful.

Sexual harassment

Sexual harassment is any type of sexually-related behaviour that:

- you do not want;
- you do not return; and
- in the circumstances, a 'reasonable' person would have expected you to be offended, humiliated or intimidated.

Situations that are against the law

It is against the law for any City Group employee to harass or sexually harass:

- job applicants;
- another employee;
- contractors or suppliers;
- customers or clients.

Behaviour that could be harassment

Harassment, including sexual harassment, often happens when people use power inappropriately. There are many types of verbal, non-verbal and physical behaviour that could amount to harassment. The basic rule is that if someone finds the behaviour unwelcome, then it could be a type of harassment.

Depending on the circumstances, the following are some examples of harassment:

- material that is racist, sexist, sexually explicit, homophobic (anti-homosexual) and so on, that is displayed in the workplace, circulated on paper or by email, or put on a computer or fax machine or on the internet, or in someone's belongings;
- verbal abuse or comments that put down or stereotype people because of their sex, pregnancy, race, age, marital status, sexuality and so on;
- intrusive questions about sexual activity, or offensive jokes with sexual content;
- offensive jokes based on sex, pregnancy, race and so on;
- staring or leering in a sexual manner, sexual or physical contact, such as slapping, kissing, touching or hugging;
- repeated sexual or personal invitations when the person has refused similar invitations before;
- sexual assault (also a crime under the Crimes Act).

Victimisation

Victimisation is also against the law. This means that we won't treat staff members unfairly for complaining about harassment or discrimination. And we will do our best to make sure that other staff members don't victimise you for putting in a harassment or discrimination complaint or supporting someone else's complaint.

What to do if someone is harassing you

If you are being harassed or victimised you can make a complaint about that treatment to your manager or supervisor. If you have a complaint about your manager or supervisor please make a complaint to our Human Resources Manager. Your complaint will be dealt with confidentially.

Responsibilities of staff

Each of us has the right to a workplace that is safe, and free of unlawful discrimination and harassment.

Staff has the responsibility:

- not to be involved in, or encourage harassment or sexual harassment;
- to respect the differences of others, including their views about what they find acceptable in the workplace and what they don't;
- to be careful about anything that could be interpreted as having a sexual meaning or reference.

If someone indicates that they don't like your behaviour, it is best to stop this behaviour immediately and apologise.

Responsibilities of managers and supervisors

All managers and supervisors must do their best to prevent harassment in the workplace. If you are a manager or supervisor you should:

- ensure that all staff are aware of and understand this policy;
- be a good role model — do not engage in any behaviour which could be interpreted as harassment;

- make it clear to all those you supervise that you won't tolerate any harassing behaviour from them;
- ensure that the working environment is free of any kind of racist, sexist or sexually-related material including, posters, screen savers, cartoons and so on;
- inform staff to come forward immediately if they experience any harassment that they can't sort out themselves, or don't feel comfortable sorting out themselves, so that problems can be resolved as quickly as possible.

Where to get more information or help

1. Your Supervisor or Area Manager and our Human Resources Manager.
2. The Anti-Discrimination Board on (02) 9268 5555 or 1800 670 812.
3. The Human Rights and Equal Opportunity Commission on 1300 656 419.

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Rodney Barnes - Director

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