

# Policy: No Bullying



SM Automatic Doors vision of a healthy workplace is one where people are treated with dignity, fairness, professionalism, and where people can do their work without risk to their health. Our employees, contractors and suppliers should be able to work in an environment free from bullying and harassment. We expect everyone involved with SM Doors to behave towards each other accordingly, and at all times.

## What is bullying?

Bullying is a form of psychological violence.

Bullying is repeated, unreasonable behaviour directed towards a worker, or group of workers, that creates a risk to health and safety.

Single incidents of unreasonable behaviour can also create a risk to health and safety.

## What is harassment?

Harassment is another form of psychological violence.


Harassment is treatment of a person less favourably on the basis of particular protected attributes such as a person's sex, race, disability or age. Treating a person less favourably can include harassing or bullying a person. Australian law has specific provisions relating to sexual harassment, racial hatred and disability harassment.

## Why we don't tolerate it

Bullying and harassment in the workplace may cause the loss of trained and talented workers, reduce productivity and morale, and create legal risks. If prolonged, it can have very serious health consequences. We have a duty of care to provide a safe and healthy workplace, and a duty to operate in compliance with law.

## What we do about it

<b>Procedures</b>	SM Automatic Doors has procedures to deal with bullying and harassment in the workplace. All actions must be in accordance with the procedures.
<b>Training</b>	Mandatory training will be provided to all employees, so that everyone understands what constitutes unacceptable behavior in the workplace. It is equally important for all to understand what is acceptable and reasonable when appraising and counselling employees about job performance.
<b>Workplace Culture</b>	SM Automatic Doors will proactively promote a culture of healthy cooperation. This includes assisting those who may have developed habits of violence to amend their behavior in positive ways.
<b>Management</b>	Managers and supervisors must ensure workers are not bullied or harassed.
<b>Reporting</b>	All reports will be treated seriously, and investigated promptly, confidentially & impartially.
	SM Automatic Doors encourages all workers, including contractors and suppliers, to report bullying and harassment in the workplace. Managers and supervisors must ensure that workers who make reports, & anyone else who may be involved, are not victimised.
<b>Investigation</b>	Appointed officers must investigate reports of bullying & harassment thoroughly, impartially, & in a timely fashion.
	Is not aimed at apportioning blame. Its aim is to uncover all of the essential factors in the incident(s), so the situation can be rectified and recurrence prevented.
<b>Discipline</b>	Disciplinary action may be taken against anyone who bullies or harasses a co-worker, contractor or supplier.
	Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.
<b>Contact</b>	The contact person for bullying at this workplace is <i>Jeremy Michaelson</i>

<p><b>Accountability.</b> I commit SM Automatic Doors to the implementation of this policy and to provide the resources necessary to achieve it. A healthy work culture is key to our collective survival and prosperity.</p>	<p>Signed:  Jeremy Michaelson Director SM Automatic Doors Pty Ltd Dated: <u>14<sup>th</sup> April 2021</u> Next Review: <u>on or before 14<sup>th</sup> April 2022</u></p>
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