

# Ancon Homes (NSW) Pty Ltd

## Workplace Anti-Bullying Policy

Ancon Homes (NSW) Pty Ltd is committed to ensuring a work environment where everyone is treated with mutual respect. It is important for a productive and harmonious workplace that everyone is aware of the impact of their behaviour on others. Bullying in the workplace is inappropriate and unacceptable behaviour.

All employees have a legal responsibility to care for their own health & safety and that of co-workers, and therefore must treat others with respect and courtesy and not engage in acts which constitute bullying behaviour. Employees found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action which may include termination of employment.

Workplace bullying is repeated, unreasonable behaviour directed toward an employee or group of employees that creates a risk to health & safety. It includes but is not limited to behaviour such as:

- Verbal Abuse
- Intimidation & threats
- Unwelcome and or dangerous practices or practical jokes
- Outbursts of anger & aggression

Bullying is taken seriously by Ancon Homes (NSW) Pty Ltd, with reports of bullying being followed up promptly and investigated objectively and fairly.

Ancon Homes (NSW) Pty Ltd will ensure that any person who makes a complaint, any person accused of bullying, or any witnesses are not victimised.

### Procedure

- If you are being bullied, or see others being bullied at work, report the matter to your supervisor, or if this is not possible, the director.
- Supervisors must report any bullying complaint to the director.
- The director will investigate the complaint or determine who the appropriate person is to investigate the complaint.
- The investigator must be someone who is impartial & trained to conduct investigations. This person may need to be sourced from outside the organisation.
- Investigation of the complaint of bullying will commence within 5 working days of the receipt of the complaint.
- Mediation may be a consideration in resolving the bullying complaint. This form of dispute resolution is only appropriate if the person making the complaint agrees.
- If the bullying complaint is substantiated, management will take appropriate action to prevent any further bullying from occurring.

Employees will receive training in relation to this policy and procedure.

**Jason Commisso**

Director

Signature

**28th March 2024**

Date