

Bullying Policy

What Can You Do?

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with your supervisor, health and safety representative or other manager within the workplace. If you witness unreasonable behaviour you should bring the matter to the attention of your manager as a matter of urgency.

How We Will Respond.

If workplace bullying or unreasonable behaviour is reported or observed, we will take the following steps:

- the responsible supervisor or manager will speak to the parties involved as soon as possible, gather information and seek a resolution to satisfactorily address the issue for all parties.
- if issues cannot be resolved or the unreasonable behaviour is considered to be of a serious nature, an impartial person will be appointed to investigate. Both sides will be able to state their case and relevant information will be collected and considered before a decision is made
- all complaints and reports will be treated in the strictest of confidence. Only those people directly involved in the complaint or in resolving it will have access to the information
- there will be no victimisation of the person making the report or helping to resolve it. Complaints made maliciously or in bad faith will result in disciplinary action.

Consequences Of Breaching This Policy.

Appropriate disciplinary action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

- a verbal or written apology
- one or more parties agreeing to participate in counselling or training
- a verbal or written reprimand
- transfer, demotion or dismissal of the person engaging in the bullying behaviour.

If Bullying Has Not Been Substantiated.

If the investigation finds bullying has not occurred or cannot be substantiated, Telco may still take appropriate action to address any workplace issues leading to the report.

Telco Antennas Pty Ltd.