

Discrimination, Bullying & Harassment Policy

INTRODUCTION

- 1. Real Time Australia Pty Ltd (“Company”) supports equal employment in the workplace and eliminating unlawful discrimination, bullying and harassment in the workplace. We are committed to providing all workers with a healthy and safe work environment free from bullying and workplace harassment. This policy is intended to provide managers and workers with information to help the Company achieve its policy objectives by outlining expectations of behaviour and procedures for dealing with complaints.*
- 2. We expect all workers to behave in a professional manner and to treat each other with dignity and respect when they are at work. We encourage all workers who experience bullying or workplace violence to report it. When bullying or harassment is reported, it will be seen as a serious matter and will be investigated in a timely manner.*

SCOPE

1. The Discrimination, Bullying and Harassment Policy is applicable to all employees (permanent and casual), contractors, and Subcontractors (“workers”).
2. workers must comply with this policy at all times during work, or when representing or acting on behalf of the Company at Client sites, work related events and social functions.

POLICY

1. The Company supports the principle of equal employment opportunity and to providing a productive workplace in which workers, potential workers, customers and clients can work free of unlawful discrimination, bullying and harassment.
2. Behaviour that is inconsistent with this policy will not be tolerated and may result in disciplinary action up to and including termination of a worker’s employment or engagement.

3. Where a worker is working for clients of the Company (“Host Company”), they must also comply with the Host Company’s policies relating to discrimination, bullying and harassment. Behaviour that is inconsistent with a Host Company’s policy will not be tolerated and may result in disciplinary action, which may include termination of assignment and/or termination of employment with the Company.

EQUAL EMPLOYMENT OPPORTUNITY

1. It is the policy of the Company that all persons in the workplace be treated on the basis of merit and according to their skills and abilities. This shall include, but is not limited to, matters involving:
 - a) recruitment, selection, transfers, promotions, performance reviews, training and development, supervision and management of staff, counselling, disciplinary procedures and termination of employment; and
 - b) remuneration practised and benefits.
2. A worker’s gender, marital status, pregnancy, parental or family responsibilities, race, age, physical or mental disability, sexual orientation, transgender, political or religious beliefs, social origin, trade union activity or inactivity, or physical appearance will not form the basis of employment or engagement decisions.

DISCRIMINATION AND HARASSMENT

1. The Company believes that all workers have a right to work in a productive environment in which discriminatory conduct or harassment of others is not tolerated.
2. Through reasonable management, the Company will endeavour to prevent discrimination and harassment from occurring in the workplace.
3. All forms of harassment and unlawful discrimination will not be tolerated and depending on the severity, can lead to disciplinary action including termination of employment or engagement.

What is Unlawful Discrimination?

1. Unlawful discrimination may occur when a worker is treated less favourably than others because of that worker’s individual characteristics or because that person belongs to a particular group of people. Everyone should feel comfortable in the workplace and individual differences should be respected.
2. Discrimination does not have to be intentional to be unlawful. As such, two types of discrimination can occur in the workplace:

- a) Direct Discrimination- this occurs when an individual treats another person less favourably for an unlawful reason.
 - b) Indirect Discrimination- this occurs when a policy or practise appears neutral but in fact results in an individual or group being treated less favourably.
3. Employment decisions may be unlawful if they are made on the basis of a person's:
- a) Gender (including marital status, pregnancy or potential pregnancy or transgender status);
 - b) Race (including colour, nationality, ethnic or ethno-religious origin);
 - c) Sexuality (including sexual orientation);
 - d) Age;
 - e) Marital Status;
 - f) Family or carer's responsibilities;
 - g) Religion
 - h) Political opinion;
 - i) Criminal records;
 - j) Disability; or
 - k) Trade Union activity or non-activity.

What is Harassment?

1. Harassment is any unwelcome or uninvited behaviour that offends, humiliates or intimidates another person, whether or not that effect is intended.
2. Harassment may occur as a single act, or as a series of incidents, persistent innuendoes or threats. It can take many forms - it may be silent or loud, subtle or openly hostile, private or public.
3. Harassment may take the form of general bullying, or be specifically aimed at people with particular individual attributes and characteristics. This latter type of harassment may amount to unlawful discrimination.

Sexual Harassment

1. Sexual harassment in the workplace generally includes any unwelcome conduct of a sexual nature which a reasonable person would find offensive. It may be physical, verbal or written.
2. Certain conduct that may be tolerated in social situations could constitute sexual harassment in the workplace when it is unwelcome. The Company regards sexual harassment as a serious issue and endeavours to treat any complaints in a sensitive, fair and confidential manner.

Examples of Sexual Harassment

The following examples may constitute sexual harassment when they are offensive to a worker, regardless of any innocent intent on the part of the offender:

- a) The public display of pornography, including on the internet;

- b) Continued use of jokes containing sexual innuendo;
- c) Intrusive enquiries into another worker's private life, their sexuality or physical appearance;
- d) Persistent requests from a colleague to go out for a drink where such requests have been consistently declined;
- e) Persistent staring at a person or parts of their body;
- f) Deliberate or unnecessary physical contact, such as patting, pinching, fondling, deliberate brushing up against another body, or attempts at kissing;
- g) Sexual violence at the most extreme, sexual assault and forced attempts at sexual intercourse.

VICTIMISATION

1. Victimisation occurs when a person victimises another person who lodges a discrimination or harassment complaint or takes certain related actions.
2. Victimisation of others is unlawful. The intention of such protective measures is to ensure that a person who wants to use or does use their statutory rights to protect themselves against discrimination or harassment, is not further disadvantaged by other detriments being imposed on them.
3. Disciplinary action will be taken against a worker who is found to have engaged in threatening or other inappropriate action against a person who has complained of harassment up to and including termination of the employment or engagement of a worker.

BULLYING

1. A worker is bullied at work if a person or group repeatedly act unreasonably towards them or a group of workers and the behaviour creates a risk to their health and safety.
2. Bullying may involve physical or verbal abuse, aggression or intimidation, but it may also be more subtle or indirect and include:
 - a) putting new staff through "initiation rituals";
 - b) verbal abuse, threats, sarcasm or other forms of demeaning or intimidating language or communication;
 - c) constant negative criticism;
 - d) threatening to take unjustified action against a person unless they comply with unreasonable requests;
 - e) placing unreasonable work demands on people;
 - f) deliberately isolating staff members.
3. Bullying will not be tolerated by the Company and any worker found to have involved in bullying another worker may be subject to disciplinary action up to and including

termination of a worker's employment or engagement.

RESPONSIBILITIES

The Company has a duty of care to its workers to take reasonable steps to prevent unlawful harassment, bullying and discrimination.

Managers and supervisors have a responsibility to:

- a) comply with this policy;
- b) monitor the working environment to ensure that acceptable standards of conduct are observed at all times;
- c) model appropriate behaviour;
- d) ensure that all employment, advancement and training decisions are consistent with this policy;
- e) seek appropriate advice and assistance when dealing with formal or informal complaints.

All persons have a responsibility to:

- a) comply with this policy;
- b) cooperate with the Company in the event of an investigation;
- c) when appropriate, deal with sensitive information in a confidential manner.

WHAT TO DO IF YOU HAVE A COMPLAINT

1. Breaches of this policy will be treated seriously.
2. workers who become aware of a breach or suspected breach of this policy are encouraged to discuss this matter with his or her Manager on a confidential basis, or in the case of an on-hire situation, with your Host Employer Manager and your Real Time representative.
3. A worker who believes they are the victim of discrimination, bullying or harassment may deal with the matter:
 - a) Informally- by confronting the person with whom they are aggrieved; and/or
 - b) Formally- by using the Company's grievance procedure
4. Should the worker elect to raise a formal grievance, the Company may carry out an investigation. Alternatively, the Company may take whatever action it deems necessary to attempt to resolve the worker's grievance.
5. If after an investigation by the Company, a worker's complaint or statement is found to be false and malicious, disciplinary action may be taken against the worker up to and including termination of the worker's employment or engagement.
6. If a worker's complaint is substantiated, the Company may take disciplinary action against the perpetrator. Depending upon

the seriousness of the breach of this policy, such action may include termination of a worker's employment or engagement.

BREACH OF THIS POLICY

Any worker who is found to have breached this policy may be subject to disciplinary action, up to and including the termination of employment.
