

## **Bullying Policy**

### **1. Purpose**

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Bullying in the workplace

### **2. Scope**

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff'), when working with or representing Hotelstaff.

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff as well as outside of working hours when dealing with members and clients of the organisation, including attending social engagements.

### **3. Policy Statement**

Hotelstaff Pty Ltd at no time condones bullying within the workplace.

Hotelstaff Pty Ltd recognises that all employees have the right to attend a workplace free from harassment, unwanted attention and behaviours or threats of behaviour that maybe considered bullying.

### **4. Procedure**

Bullying may be defined as any behaviour that a reasonable person would consider to be humiliating, victimising, undermining or threatening and directed towards an individual or group.

Bullying relates to verbal, written and physical threats or implied threats.

The executive team is responsible for communicating the organisation's commitment to eradicating bullying from the workplace and for monitoring behaviours that may be considered bullying.

The Managing Director is committed to the organisation providing ongoing training and coaching in relation to behaviours that may be considered bullying.

Any employee, contractor or sub-contractor who experiences bullying in the workplace should report it immediately. To report a bullying incident an employee, contractor or sub-contractor should follow the organisation's Grievance Procedures.

All reports of bullying are to be treated seriously and confidentially and should be reported within 24hrs of the incident.

Any employee, contractor or sub-contractor found to be bullying an employee, contractor or subcontractor, or exhibiting bullying behaviours will be subject to disciplinary action.

### **5. Related Documents/Information**

Fair Work Act 2009 (cth)

Occupational Health and Safety Act 2004 – VIC

Occupational Health and Safety Act 1989 No 18 – ACT

Occupational Health and Safety and Welfare Act 1986 - SA

Work place Health and Safety Act 1995 – TAS

West Australian Occupational Health and Safety Act 1984 – WA

Occupational Health and Safety Act 2000 – NSW

Workplace Health and Safety Act 2007 – NT

Workplace Health and Safety Act 1995 – QLD

Grievance/Dispute Resolution Policy  
Occupational Health and Safety Policy

**6. Declaration**

I agree, via online acknowledgment, to all terms and conditions as outlined in this policy

**7. Policy Information**

<b>Version 1.1</b>	Policy Number:
Approver: Managing Director	Effective Date: 01/08/2015
Approved Date: 01/08/2015	Review Date: 01/07/2018

**8. Revision History**

<b>Date</b>	<b>Version</b>	<b>Amendment</b>
07/05/2018	1.1	- Reformatted