

BULLYING PREVENTION AND MANAGEMENT POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Bullying in the workplace
- convey clearly that bullying will not be tolerated at Hotelstaff or throughout or Host employers

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.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Bullying	Repeated, unreasonable behaviour, directed towards a person or a group of people that creates a risk to health and safety, and includes behaviour by verbal, written, cyber or electronic means. Bullying behaviour may not be intentional
Host Employer	Customer of Hotelstaff, running a business or undertaking, and use labour hire workers from Hotelstaff to perform work in the business.

4. 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.

5. Procedures

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.

6. Guidelines

Nil

7. Related Documents and Further Information

7.1. Legislation

Fair Work Act 2009 (cth)

Occupational Health and Safety Act 2004 – VIC

Crimes Act 1958

7.2. Documents

Grievance/Dispute Resolution Policy

Occupational Health and Safety Policy

7.3. Links

Nil

8. Revision History

Effective	Version	Amendment
01/07/2014	1.0	Initial
07/05/2018	1.1	Reformatted
28/05/2019	1.2	Review – No Change
01/06/2021	2.0	- version disclaimer added, definitions added for clarity

9. Document Information

Effective	Version	Authorised
01/06/2021	2.0	SZPRINC, Nathan
Location	https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/HOTELSTAFF Policy - Bullying Prevention and Management.docx	