



**EQUAL OPPORTUNITY & DIVERSITY
ANTI-DISCRIMINATION HARASSMENT & BULLYING POLICY**

HORNER Recruitment is an Equal Opportunity Employer and undertakes all recruitment activities including permanent, temporary and contract recruitment assignments in compliance with current State and Federal Employment legislation. By effectively implementing our Equal Opportunity & Diversity (EO) policy we will attract suitable people and use their skills and qualities to maximise outcomes for the organisation, our clients and the employee. We support only merit based recruitment activity. All employees are required to treat others with whom they have dealings in the course of their employment with respect and integrity. This policy applies to all permanent and on hired employees of HORNER Recruitment on site or off site, wherever they are as a result of performing their duties.

Discrimination and Harassment is unlawful pursuant to State (Equal Opportunity Act 1995) and Federal legislation (Sex Discrimination Act 1984; Racial Discrimination Act 1975; Disability Discrimination Act 1992; Human Rights & Equal Opportunity Commission Act 1986; Affirmative Action (Equal Opportunity for Women in the Workplace) Act 1999; Anti-Discrimination Act 1977; Human Rights (Sexual Conduct) Act 1991; Racial Hatred Act 1995).

HORNER Recruitment commit to providing a workplace free from harassment, discrimination and bullying. We are also committed to taking all reasonable measures to ensure our clients provide a working environment that is similar to that of our own.

Management ensures all complaints are treated confidentially, seriously and sympathetically. Horner Recruitment has developed an internal complaint resolution process to assist our employees raise issues of concern. Relevant disciplinary action may be taken against anyone found to have breached this policy.

Any employee who raises any concerns or complaints relating to bullying, harassment or discrimination will not be penalised or disadvantaged as a result.



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WHAT IS DISCRIMINATION?

Unlawful discrimination occurs when a person considers they have been treated less favorably owing to an attribute (listed below) when compared with a person not of that attribute.

Protected attributes in Victoria include:

- age
- disability/impairment
- industrial activity/inactivity or employment activity
- lawful sexual activity
- marital status, including defacto, same sex domestic partnerships
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- gender identity
- breast feeding
- status as a parent or carer and family responsibilities
- personal association with someone of the above attributes
- irrelevant criminal conviction.

WHAT IS HARASSMENT?

Harassment is an unwanted behaviour, and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or



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offensive. Unlawful harassment may relate to any of the attributes protected in various equal opportunity legislation mentioned above.

It is important to note that it is irrelevant at law as to whether or not the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour who determines whether the behaviour is welcome or unwelcome. In Victoria, coworkers can be named sole respondents in cases of alleged sexual harassment.

Harassment may be seen to have occurred if the behaviour makes the victim feel:

- offended and humiliated
- intimidated or frightened
- uncomfortable at work

WHAT IS SEXUAL HARASSMENT?

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

It has nothing to do with mutual attraction or private, consenting friendships whether sexual or otherwise.

Some examples of sexual harassment include:

- persistent, unwelcome demands or even subtle pressures for sexual favours or outings
- leering, patting, pinching, touching or unnecessary familiarity
- offensive comments on physical appearance, dress or private life
- unwelcome discussion, questions or speculation about a person's sexual orientation or private life
- the public display of pornography (especially when it is directed at particular individuals) ranging from material that might be considered mildly erotic through to material that is sexually explicit



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Horner Recruitment recognizes that comments and behaviour that do not offend one person can offend another. The management/board accepts that individuals may react differently and expects this right to be generally respected.

RESPONSIBILITIES FOR MANAGER'S

Managers and supervisors are required to:

- model appropriate standards of behaviour
- intervene promptly and appropriately when they witness inappropriate behaviour or have such behaviour brought to their attention
- take reasonable action to monitor and investigate compliance with this policy
- assist in the informal resolution of problems and complaints

FLEXIBILITY

HORNER Recruitment will seriously consider and wherever reasonably possible grant requests for flexible working arrangements (e.g. work duties and times) to enable equal participation by staff with disabilities, parental or family responsibility or other related attributes.

WHAT IS BULLYING?

Bullying can be defined as persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened or vulnerable.

WHAT CAN YOU DO IF YOU ARE BEING DISCRIMINATED AGAINST?

If you consider you have been discriminated against, raise your concerns with your manager, supervisor or account executive. These people should be in a position to give you the rationale behind any decision that may have caused you to feel disadvantaged.



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WHAT CAN YOU DO IF YOU ARE BEING HARASSED OR BULLIED?

- Do not ignore the harassment (ignoring the behaviour could be taken as tacit consent)
- Inform the offender that the behaviour is offensive and unacceptable, and against company policy and ask them politely and firmly to stop
- Seek assistance in having the behaviour stopped (this may include making a report or a complaint)

WHO CAN ASSIST YOU IN MAKING A REPORT OR COMPLAINT?

If you feel that you are unable to resolve the matter yourself, the following people will be able to assist you:

- your Manager/Supervisor or Supervising Consultant (in the case of on-hired workers)

OR

- Any Horner Recruitment branch manager or senior consultant, as we appreciate that in some instances it may not be appropriate.

In addition to the management of this company you may approach the Equal Opportunity Commission for independent advice at any time. Initially direct your inquiry to:

Enquiries Officer
Equal Opportunity Commission
3rd Floor
380 Lonsdale Street
MELBOURNE VIC 3000
Phone: (03) 9281 7100
Country calls: 1800 134 142



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WHAT WILL HAPPEN IF YOU MAKE A COMPLAINT OR REPORT?

Any complaints or reports of discrimination, harassment or bullying will be treated quickly, seriously and sympathetically. All matters will be treated thoroughly, impartially and confidentially and serious matters may be investigated formally with a view to serious discipline. Outcomes for informal and non disciplinary complaints may include:

- changed practice or behaviour
- an apology
- training for individual or groups
- counseling
- re instatement of lost conditions or benefits

Managers, supervising consultants, and the workplace relations staff must act immediately on any reports of harassment. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

WHAT WILL HAPPEN TO THE PERSON AGAINST WHOM YOU HAVE MADE A COMPLAINT?

Where complaints of discrimination have been substantiated, appropriate resolutions will apply. Similarly, action where necessary will be taken against anyone, including employees (albeit Horner Recruitment employees or clients employees) or independent contractors, who have been found to have harassed a coworker, or any other person during the course of their employment.

OUR COMMITMENT



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We place great emphasis on attracting and rewarding the best people. We are committed to providing an environment that is safe and free of harassment and others with whom we associate at work.

This policy has the full support and commitment of the management and board. Please help us to help you by giving your support in monitoring and avoiding practices, attitudes and traditions that lead to discrimination and harassment.

Peter Langford
Managing Director
HORNER RECRUITMENT