



## **BULLYING WORKPLACE VIOLENCE POLICY**

**Horner Recruitment** is committed to continual improvement of safety performance with an overall objective of eliminating work related injury and illness. Bullying at work is repeated unreasonable behaviour directed towards a Permanent or Temporary Employee that creates risk to health and safety. Violence refers to any incident where a Permanent or Temporary employee is physically attacked or threatened.

### **Objective**

The objective of this policy, is to ensure, so far as reasonably practicable:

- The workplace is free from bullying and violence; and
- Issues that may arise are addressed effectively to minimize risks to health.

### **Responsibilities**

#### **Managing Director is responsible for:**

- Communicating this policy to Permanent and Temporary Employees via induction training; and
- Monitoring the workplace environment to ensure prevention, early detection and control any occurrence of workplace bullying or violence.

#### **Branch Managers and Consultants are responsible for:**

- Attending suitable training to increase knowledge of early detection methods and control arrangements of workplace bullying or violence;
- Monitoring Temporary Employees as far as is reasonably practicable; and
- Communicating workplace bullying and violence procedure to Temporary employees.

#### **Permanent and Temporary Employees are responsible for:**

- Behaving in a professional manner and to treat each other with dignity and respect when they are at work; and
- Reporting any incidents involving bullying or violence in the workplace to Horner Branch Managers or Client representatives (e.g. Line manager).

An incident of workplace bullying or violence is taken very seriously by Horner Recruitment. Workplace bullying and violence incidents shall be reported and managed in accordance with Horner Recruitment issue resolution procedure. Disciplinary action may result.

### **Definitions**

#### **Examples of bullying behaviour in the workplace include:**

- Excluding some one from workplace activities or giving someone the majority of unpleasant tasks; and
- Verbal abuse and intimidation or humiliating someone through sarcasm or insults.



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### **Examples of violent behaviour in the workplace include:**

- Striking, kicking, scratching, spitting and tripping,
- Grabbing, shoving, pushing or any direct contact;
- Throwing objects or attacking with any form of weapon; and
- Any form of indecent physical contact.