

	<b>DOCUMENT CONTROL</b>		
	HSE Management System	DOCUMENT #	OU-POL-007
	<b>RESPECT IN THE WORKPLACE POLICY</b>	VERSION	3.0
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## **RESPECT IN THE WORKPLACE POLICY**

### **Scope**

This Respect in the Workplace Policy is applicable to all Offshore Unlimited operations.

### **Commitment**

Offshore Unlimited is committed to providing a safe, flexible and respectful environment for all staff and clients free from all forms of discrimination, bullying and harassment.

All Offshore Unlimited employees are required to treat others with dignity, courtesy and respect.

### **Unacceptable Workplace Conduct**

Discrimination, bullying and harassment are unacceptable at Offshore Unlimited and are unlawful under the following legislation:

- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)

All staff found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

### **Discrimination**

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

### **Bullying**

Bullying occurs when a person or a group of people behaves unreasonably towards a worker or a group of workers at work AND this happens more than once AND this creates a risk to health and safety.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation, ignoring people, or unfair work practices.

### **Harassment**

Harassment refers to words or behavior that threatens, intimidates, or demeans a person.

Harassment is unwanted, uninvited, and unwelcome and causes nuisance, alarm, or substantial emotional distress without any legitimate purpose. It is important to understand that a one-off incident can constitute harassment.

### **Sexual Harassment**

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated.

Sexual harassment can be physical, spoken or written.



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