

Bullying and Harassment Policy



Every employee of Auctus Workforce Solutions has the right to work in an environment free from harassment, bullying and workplace violence. All staff within the company must share this responsibility. Workplace harassment is defined as when an individual is subjected to behaviour that:

- i) Is unwelcome and unsolicited
- ii) The person considers to be offensive, intimidating, humiliating and/or threatening
- iii) A reasonable person would consider to be offensive, intimidating, humiliating or threatening. This may include, but is not limited to:
 - physical or verbal abuse
 - offensive/inappropriate language (including in emails, SMS or on social media platforms)
 - displaying written or pictorial material which is offensive
 - excluding or isolating employees
 - intimidating or threatening another employee

Employees who witness bullying and harassment of another person, have a responsibility to report this type of behaviour. Any employee who is concerned about possible workplace bullying and harassment should raise their concerns initially with their manager or supervisor.

Managers and supervisors have a responsibility to:

- Ensure that allegations of inappropriate behaviour are considered seriously, dealt with fairly, promptly, and thoroughly
- Ensure workplaces under their control are free from harassment or unlawful discrimination
- Model appropriate and ethical behaviour at all times

Harassment, bullying and workplace violence present unacceptable organisational risks to our company, which can include; detrimental effects on people, service delivery; unsafe work environments; loss of skilled people; and a breakdown of teams and individual relationships, resulting in reduced productivity and efficiency.