Workplace Harrassment Prevention Policy

HiFlex Physio

Ethical Statement

HiFlex Physio is committed to ensuring a healthy and safe workplace that is free from workplace harassment. Workplace harassment and will not be tolerated under any circumstances.

Definition of Workplace Harassment

1. A person is subjected to 'workplace harrasment' if the person is subjected to repeated behaviour, other than behaviour amounting to sexual harrasment, by a person, including the person's employer, a co-worker, or group of co-workers of the person that:

a. Is unwelcome and unsolicited

b. The person considers to be offensive, intimidating, humilating, or threatening

c. A reasonable person would consider to be offensive, humilating, intimidating, or threatening.

2. 'Wokplace Harassment' does not include reasonable management action takein in a reasonable way by the person's employer in connection with the person's employment.

Detailed below are examples of behaviours that may be regarded as workplace harassment, if the behaviour is repeated or occurs as part of a pattern behaviour. This is not an exhaustive list- however, it does outline some of the more common types of harassing behaviours. Examples includes:

- Abusing a person loudly, usually when others are present
- Repeated threats or dismissal or other severe punishment for no reason
- Constant ridicule and being put down
- Leaving offensive messages on email or the telephone
- Sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on massages and getting a person into trouble in other ways
- Maliciously excluding and isolating a person from workplace activities
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters
- Humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers.
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm.

Actions that are not Workplace Harassment

Legitimate and reasonable management actions and business processes, such as, actions taken to transfer, demote, discipline, redeploy, retrench, or dismiss a worker are not considered to be workplace harassment, provided these actions are conducted in a reasonable way.

Effects of Workplace Harassment on People and the Business

Workplace harassment has detrimental effects on peopleand the business. It can create an unsafe working environment, result in a loss of trained and talented workers, the breakdown of teams and individual relationships, and reduced efficiency. People who are harassed can become distressed, anxious, withdrawn, depressed, and can lose self-esteem and self-confidence.

Workplace Strategies to Eliminate Workplace Harassment

HiFlex Physio will take the following actions to prevent and control exposure to the risk of wokplace harassment:

- Provide all workers with workplace harassment awareness training
- Develop a code of conducr for workers to follow
- Introduce a complaint handling system and inform all workers on how to make a complaint, the support systems availablem options for resolving grievances, and the appeals process
- Regularly review the workplace harassment prevention policy, complaint handling system and training

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HiFlex Physio requires all workers to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations, and ti immediately report incidents of workplace harassment to the Centre Manager, or if necessary, the General Manager of Human Resources.

Managers and supervisors must also ensure that workers are not exposed to workplace harassment. Management are required to personally demostrate appropriate behaviour, promote to workplace harassment prevention policy, treat complaints seiously, and ensure where a person lodges or is witness to a complaint, that this person is not victimised.