



DISCRIMINATION, BULLYING & HARASSMENT POLICY

February 2018

Date	Summary of Amendments	Approved by
<i>February 2018</i>	<i>Policy reviewed and updated</i>	<i>CEO</i>

Discrimination, Bullying & Harassment Policy

Overview

All Screen Queensland (SQ) employees have a right to be treated equitably and without harassment occurring in the workplace. All employees have the responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment and by supporting and promoting the achievement of equal opportunity.

Purpose

This policy provides information on behaviour that constitutes discrimination, bullying and harassment, including sexual harassment and sets out SQ's approach to such behaviour.

Scope

This policy applies to all SQ employees, interns and work experience student in their relationships with each other, with applicants for employment with SQ, with persons who have dealings with SQ and contractors, managers, customers and clients.

This policy applies to behaviours that occur:

- in connection with work, even if outside normal working hours
- at work related events and work approved social functions
- on social media where staff interact with other staff and the community

Definitions

Bullying

Bullying is repeated and unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety:

- *Repeated* behaviour is behaviour which occurs more than once and may involve a range of behaviours over time; and
- *Unreasonable* behaviour is behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

The following behaviours do not constitute bullying:

- a single incident of unreasonable behaviour. However single or one-off incidents of unreasonable conduct can also cause a risk to health and safety, may breach other SQ policies and could constitute misconduct.
- low level conflict defined as interpersonal conflict or disagreement which is not sufficient to constitute bullying. People can and will disagree with each other.
- reasonable direction and expectations of staff.
- providing constructive and courteous feedback, counselling or advice about work related behaviour and performance, including as part of performance management procedures.

Discrimination

Discrimination, as defined in the *Anti-Discrimination Act 1991 (Qld)*, means to treat an individual less favourably because of an attribute listed in that Act, or to impose

unreasonable terms or conditions for which individuals with a particular attribute are unable to comply. Attributes include:

- sex or gender;
- relationship status, pregnancy, breastfeeding, parental status and family responsibility;
- sexual or gender identity;
- disability or impairment;
- race, accent, colour, national or ethnic origin, nationality, ethnicity, descent or ancestry, or immigration;
- age;
- religious or political beliefs;
- trade union activity;
- lawful sexual activity; or
- personal association with or relation to any person who is identified on the basis of any of the above attributes.

Discrimination can be on the basis of direct or indirect discrimination.

Direct discrimination occurs when a person is treated less favourably than another, simply because of a personal characteristic or status unrelated to job performance (as listed above).

Indirect discrimination occurs when a policy or requirement which at first glance seems fair, in fact operates to the detriment of a particular group or people because of a characteristic of the group (as listed above).

Harassment

Harassment is any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated. It occurs when a person, or group of people, is intimidated, insulted or humiliated because of one of more characteristics, or from working in a hostile or intimidating environment that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

Sexual Harassment

Sexual harassment is any unsolicited, unwelcome and unreciprocated behaviour of a sexual nature that offends humiliates or intimidates other persons. It can be a single incident or a persistent pattern. Sexual harassment includes but is not limited to the following examples:

- inappropriate jokes or comments with sexual connotations;
- the display of sexually graphic material such as posters, cartoons, messages on noticeboards;
- repeated invitations to go out after prior refusal
- unwelcome physical contact such as brushing against or touching a person;
- stares and leers or offensive hand or body gestures.

Policy

SQ confirms that:

- All people have a right to an environment free from discrimination, bullying, and harassment while engaged in activities undertaken as part of their work or association with SQ.

- All SQ staff are to be treated with dignity, courtesy and respect. Discrimination, bullying and harassment will not be tolerated under any circumstances and SQ will take all reasonable steps to eliminate such conduct.
- All complaints of discrimination, bullying and harassment will be treated seriously. SQ is committed to responding promptly, impartially and confidentially to any allegations of discrimination, bullying or harassment in a respectful, sensitive way.

Responsibilities

- Compliance with this policy is mandatory for all staff. All staff must be familiar with this policy and ensure they understand their rights and obligations under this policy.
- All staff are responsible for contributing to an environment that is free from discrimination, bullying and harassment.
- All managers and supervisors are responsible for actively intervening to prevent and stop any discriminatory, bullying or harassing behaviour that is occurring, whether or not a complaint is received.
- Where a manager or supervisor observes or is informed all allegations of discrimination, bullying or harassment, they must respond to these allegations appropriately, confidentially and in a timely manner.

Complaint Procedure

Complaints will be dealt with according to the Complaints and Grievance Procedure.

Any concerns can be discussed privately and confidentially with one of the following Contact Officers:

Financial and Corporate Services Controller
Chief Executive Officer

More Information

Please contact the Financial and Corporate Services Controller if you require additional information in relation to this policy.