

DISCRIMINATION, BULLYING & HARASSMENT POLICY



1. PURPOSE

The purpose of this Policy and related Procedure is to clearly outline the Southern Port Authority's (SPA) approach to the prevention of discrimination, bullying and harassment within the workplace.

2. SCOPE

This Policy is applicable to all Employees and Contractors engaged by SPA.

3. EFFECTIVE DATE

This Policy is effective from 13 November 2015.

4. POLICY STATEMENT

Harassment, discrimination, bullying and workplace violence are illegal under a range of Federal and State legislation.

SPA is committed to ensuring that the working environment is free from harassment, discrimination, bullying and workplace violence.

These are unacceptable behaviours that will not be tolerated under any circumstance.

SPA is committed to ensuring that:

- Harassment, discrimination, bullying and workplace violence complaints are treated seriously;
- Complaints are attended to promptly and confidentially;
- Complaints are investigated impartially;
- Action is taken to ensure that misconduct does not continue; and
- Complainants and witnesses are not victimised in any way.

To ensure compliance with this Policy:

- We will treat each other with respect regardless of position or role;
- We will interact in a manner that promotes teamwork;
- We will provide opportunities for growth and development in line with each employee's interest and potential; and
- We will be fair and impartial in our dealings with all employees.
- Any complaints will be fully investigated and dealt with accordingly.

Any person who feels that they have been a victim of any harassment should promptly bring the problem to the attention of their manager. If this is not appropriate then the complaint should be made to the next level manager or the Human Resources Department.

We will promptly and confidentially investigate all such allegations and will take appropriate corrective action. Retaliation in any form against an employee who exercises their right to make a complaint under this policy is strictly prohibited, and will itself be a cause for disciplinary action.

5. RESPONSIBILITIES

5.1 COMPLIANCE, MONITORING AND REVIEW

The CEO and delegated Staff member of each SPA Office are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted annually on the anniversary of the effective date of the Policy.

5.2 RECORDS MANAGEMENT

All records relevant this Policy and related Procedure are to be maintained in accordance with the SPA's Recordkeeping Plan.

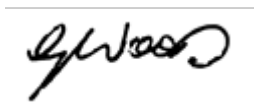
6. DEFINITIONS

Bullying	Repeated, unreasonable behaviour directed towards a worker or a group of workers that creates a risk of health and safety.
Discrimination	The unjust or prejudicial treatment of different categories of people for example, race, age, disability and sex.
Employee	A Board or Staff member remunerated by SPA.
Harassment	The range of behaviours being offensive in nature. It is commonly understood as behaviour intended to disturb or upset and it is characteristically repetitive.

7. RELATED LEGISLATION AND DOCUMENTS

- *Fair Work Act 2009*
- *Equal Opportunity Act 1984 (WA)*
- *The Racial Discrimination Act 1975 (Cth)*
- *The Disability Discrimination Act 1992 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *WA Equal Opportunity Act 1984*
- *Corruption and Crime Commission Act 2003*
- *Freedom of Information Act 1982*

Approved by Human Resources Committee at the meeting held on 13 November 2015.



HRC Chairman



CEO