

## WORKPLACE ANTI-BULLYING AND HARASSMENT POLICY TT-20

### Version Control

Version	Date	Approved By	Description	Review Date
1.0	Mar 2024	Board	Approved	Mar 2026

### Background

This policy outlines Little Things for Tiny Tots ('the charity') commitment to providing a safe, flexible and respectful environment for all individuals who perform work in any capacity, that is free of unlawful discrimination, bullying and harassment.

### Context

This policy applies to all individuals who perform the charity's work in any capacity, including functions of the charity, during and outside work hours and includes work-related functions, travel, online activity, conferences, or in any other circumstances where an individual is representing the charity.

### Definitions

#### Harassment

Workplace harassment is where a person is subjected to unwelcome behaviour that the affected person considers to be offensive, intimidating, humiliating, or threatening, and that a reasonable person would consider so.

Harassment may be a single incident or repeated occurrences. It is a general term that covers a wide variety of actions and behaviours, ranging from subtle intimidation to more obvious aggressive behaviours.

In particular, the charity is committed to eliminating sexual harassment from its workplace. A person sexually harasses another person if the person makes an unwelcome sexual advance or request for sexual favours, or engages in other unwelcome conduct of a sexual nature in relation to another person.

Sexual harassment can include, but is not limited to, uninvited touching, leering or staring, sexually explicit jokes, and sending sexually explicit messages, object or pictures.

#### Bullying

Bullying is where an individual or group of individuals repeatedly behaves unreasonably towards a Worker or group of Workers, which creates a risk to health and safety, and which a reasonable person would view as victimising, humiliating, intimidating or threatening.



Bullying does not include reasonable management action carried out in a reasonable manner, and not all workplace conflict will be considered workplace bullying.

### **Discrimination**

Under federal and state legislation, unlawful discrimination occurs when a person or a group of people are treated less favourably than another person or group because of a personal characteristic. Personal characteristics, include but are not limited to, race/ethnicity, age, sex, religion, disability, sexual orientation/identity, caring responsibilities, pregnancy/breastfeeding.

For more detail on protected personal characteristics, please refer to Australian Human Rights Commission's website:

<https://humanrights.gov.au/education/employers/quick-guide-discrimination-law>

<b>Relevant Legislation</b>	Industrial Relations Legislation Amendment Act 2021 Industrial Relations Act 1979 (IR Act)
<b>Related Policies</b>	Code of Conduct Workplace Health & Safety Policy TT-21

### **Scope**

The policy applies to employees, contractors, subcontractors, apprentices, trainees, students and/or volunteers ('worker') of the charity.

### **Policy**

It is the charity's policy that the following are applied and adhered to at all times:

The charity does not tolerate any behaviour that constitutes unlawful discrimination, bullying or harassment where workers are engaged in the charity's activities. Any worker whose conduct is deemed to constitute unlawful discrimination, bullying or harassment may be subject to disciplinary action up to and including termination of employment.

### **Issue resolution**

The charity strongly encourages workers to take appropriate action if they believe they have been subjected to any of the behaviours listed under this policy. In the first instance, workers are encouraged to raise their concerns directly with the person involved to ensure they are fully aware that their conduct is unwelcome.

In the event that informal resolution does not resolve the matter, or you do not feel comfortable raising the matter with the person directly, please discuss the matter with your team leader or the Operations Manager for resolution.

### **Related Procedures**

None