



Abrasion Resistant Materials Pty Ltd (A.R.M*) recognises the right of all employees to work in an environment free from harassment, bullying and unlawful discrimination.

This policy is designed to provide an overview of A.R.M's approach to managing allegations and to outline the expected appropriate standards of conduct at all times.

This policy is in accordance with **The Queensland Anti-Discrimination Act 1991**.

The Act prohibits discrimination on the basis of the following attributes:

- Sex Relationship status, Pregnancy Parental status, Breastfeeding
- Gender identity
- Sexuality
- Age ,Race ,Impairment
- Religious belief or religious activity
- Political belief or activity Trade union activity Lawful sexual activity Family responsibilities
- Association with a person identified on the basis of any of these attributes.

This policy aims to **eliminate both Direct and Indirect discrimination**:

- **Direct Discrimination** – refers to treating a person less favourably than another on the basis of one or more of the attributes referred to above.
- **Indirect discrimination** – is normally where a rule, practice or policy appears to be neutral but in effect discriminates against people with a particular attribute or attributes.
- **Harassment**, including sexual harassment and bullying, is defined as behaviour that is directed at an individual or group of staff, which is:
 - Offensive, belittling, humiliating, intimidating or threatening.
 - Unwelcome and unsolicited.
 - Is usually unreciprocated, makes the work environment unpleasant for the individual or group and/or can make it difficult for effective work to be done.

➤ **Responsibilities**

Managers, Supervisors and Human Resources have a responsibility to:

Monitor the work environment to ensure that acceptable standards of conduct are observed

- Model appropriate behaviour
- Promote this policy
- Treat all complaints seriously and ensure that they are handled according to the policy and procedures
- Maintain confidentiality in handling any complaints

➤ **Employees have a responsibility to:**

- Comply with this policy
- Report any breaches of this policy

An environment free of harassment, bullying and unlawful discrimination is the responsibility of all Employees and visitors.