

# Discrimination and Harassment Policy

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Aussie Locums is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status, religion or any other factor not applicable to the position. We believe all employees have the right to work in an environment free of discrimination and harassment.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally but preferably in writing. Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

### What is Discrimination?

Discrimination occurs when someone is treated unfavourably because of one of their personal characteristics. Discrimination may involve:

- Offensive 'jokes'; or comments about another workers racial or ethnic background, sex, sexual preference, age, disability or physical appearance
- Display of pictures or posters (including calendars) which are offensive or derogatory
- Expressing negative stereotypes of particular groups, eg "married women shouldn't be working"
- Judging someone on their political or religious beliefs rather than their work performance
- Using stereotypes or assumptions to guide decision-making about a person's career
- Undermining a person's authority or work performance because you dislike one of their personal characteristics

### What to do if you are discriminated against

Do not ignore discrimination thinking it will go away – often it just gets worse.

If you believe you are being discriminated against, you should contact the Director and request an investigation.

### Sexual Harassment

Aussie Locums considers sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances. We believe all employees should be able to work in an environment free of intimidation and sexual harassment.

Under the Queensland Anti-Discrimination Act and the Federal Sex Discrimination Act, sexual harassment is against the law.

It is the Companies' responsibility to create an environment free from sexual harassment and it is the responsibility of all employees to support this goal. All staff should take the time to inform themselves of what is regarded as unacceptable behaviour. The Director has a special responsibility to ensure that all persons under their supervision are treated equitably and are not subject to sexual harassment. They must also ensure that people, who make complaints, and/or witnesses, are not victimised in any way.

Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally or preferably in writing.

Disciplinary action will be taken against anyone who sexually harasses another. Discipline may involve a warning, formal counselling, demotion or dismissal, depending on the circumstances.

### What is Sexual Harassment

Sexual harassment is any unwelcome conduct where a reasonable person would have anticipated the possibility that another person would be offended, humiliated or intimidated by the conduct. It may be between people of the opposite sex, or even of the same sex.

It may be unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sexual favours, leering or the display of offensive material.

Sexual harassment has nothing to do with mutual attractions; such friendships are a private matter.

Sexual harassment can be a single incident; it depends on the circumstance. Obviously some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated.

Other single incidents, such as an unwelcome invitation to go out or unwelcome compliments, may not constitute harassment if they are isolated incidents but could be termed as harassment if the behaviour continuous over a period of time.

Individual employees should appropriately and clearly discourage unwelcome attention at the time that it occurs.

It is not possible for Aussie Locums to fulfil our obligations to you to provide a workplace free of this behaviour if we do not know it is occurring. You are therefore strongly encouraged to report all incidents so that the matter is dealt with in the early stages and does not progress to something more serious. You are assured that all steps will be taken to ensure that you are protected from victimisation as a result of your complaint. Victimisation of a complainant is extremely serious matter and may result in immediate dismissal.

### **What to do if you experience or observe Sexual Harassment**

If you are being harassed, or you become aware of someone who is being harassed, you should contact the Director and request an investigation.

### **Grievances**

Grievances and conflicts are part of everyday work situations. The majority of cases can be resolved through open honest communication. If the issue is unresolved, you are strongly encouraged to report/discuss the incident with the Director so that the matter is dealt with in the early stages and does not progress to something more serious. You are assured that all steps will be taken to ensure that you are protected from victimisation as a result of your grievance.

## **ISO 9001:2015 REQUIREMENTS**

<b>Clause: 7 Support</b>	9.1.1 General
7.1 Resources	9.2 Internal audit
7.1.1 General	9.3 Management review
7.1.2 People	9.3.1 General
7.1.5 Monitoring and measuring resources	9.3.2 Management review inputs
7.1.6 Organisational knowledge	9.3.3 Management review outputs
7.4 Communication	
7.5 Documented information	<b>Clause: 10 Improvement</b>
7.5.1 General	10.1 General
7.5.2 Creating and updating	10.2 Nonconformity and corrective action
7.5.3 Control of documented information	10.3 Continual improvement
<b>Clause: 9 Performance evaluation</b>	
9.1 Monitoring, measurement, analysis, and evaluation	