

Policy Number B001

BULLYING AND HARASSMENT POLICY

PINJARRA HARNESS RACING CLUB strives to be a bullying and harassment free workplace.

Definitions

Workplace bullying or harassment – is the repeated unreasonable behaviour directed towards an employee, or group of employees, that creates a risk to health and safety physically or mentally.

Principles

Bullying or harassment can occur wherever people work together. Bullying or harassment is not always intentional. Sometimes people do not realize their behaviour can be harmful to others.

The following types of behaviour, when repeated or occurring as a pattern of behaviour, could be considered bullying or harassment:

- Verbal abuse;
- Psychological harassment;
- Physical harassment
- Intimidation;
- Humiliating someone through sarcasm or insults;
- Initiation practises;
- Ridiculing someone's opinions;
- Unwanted sexual advances;
- Giving someone the majority of unpleasant tasks;
- Excluding someone from workplace activities;
- Unwarranted phone calls, text messages or emails.

**This list is not exhaustive. Other types of behaviour may also constitute bullying or harassment.*

Roles and Responsibilities

Employers/Managers

- Promote awareness of the issue amongst work group;
- Consult with staff to establish whether bullying and is a problem in the workplace;
- Provide training and instruction to employees regarding and bullying and harassment issues;
- Ensure this policy is adhered to and consistently applied.

Employees

- Have a responsibility to abide by safety standards and co-operate with their employers actions to ensure a safe and healthy workplace is maintained;
- Assist and comply with investigations by their employer regarding bullying and harassment issues in the workplace;
- Take reasonable care for the health and safety of others in the workplace.

How to Make a Complaint

Seek a complaint channel that you both trust and feel comfortable with. First, raise the issue internally with your manager or supervisor to endeavour to resolve the issue. When a complaint is made it will be treated as a serious matter, be investigated promptly and should be kept confidential where appropriate

If a complaint cannot be resolved internally, or if you have concerns with raising the issue in the workplace, the following external complaint channels include:

- Racing Wagering Western Australia Human Resources and Workforce Development Department
- Racing Wagering Western Australia Stewards – Integrity Department
- Australian Workers Union (AWU)
- Equal Opportunity Commission
- Human Rights and Equal Opportunity Commission

Who can you Contact

For general enquiries, please contact one of the following who will be able to assist you further:

Race Club Representatives – Your Supervisor

Dale Putland General Manager
Telephone: 9531 1941
Email: hrm@pinjarrapaceway.com.au

WorkSafe Western Australia
Telephone: 1300 30 78 77



Signature

General Manager

Position

Dale Putland

Name

29 August 2024

Date