

WORKPLACE BULLYING & HARASSMENT POLICY

At CCGT we are committed to providing a work environment, which is pleasant for employees to work in and which is conducive to good workplace relations.

This policy is aimed at ensuring that employees are not subjected to any unwanted workplace bullying or workplace harassment. Bullying and harassment in the workplace decreases productivity, increases absenteeism, and is also against the law. For these reasons bullying and harassment will not be tolerated at CCGT inclusive of all internal staff, apprentices and trainees placed with host employers.

If you attend another workplace to perform work tasks, it is also against the law to bully or harass someone that is working there.

What is workplace bullying?

The definition of workplace bullying is "Repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety."

The four main elements of bullying are:

1. It is workplace conflict.
2. It is enduring and repeated.
3. It is inappropriate and possibly aggressive.
4. It results in physical and/or psychological distress.

Examples of Direct and Indirect Bullying

Direct Bullying

- Verbal, physical, threats in writing, e.g. via email, social media, internet chat rooms, instant messaging and mobile phone technologies such as text messaging.
- Unfair use of disciplinary and assessment procedures.
- Public humiliation including being shouted at.
- Persistent and undue criticism including inaccurate accusations about quality of work.
- Undermining responsibility
- Abusive references to age, sex, race, disability or other personal characteristics.
- Spreading malicious rumours
- Physical isolation from other workers.
- Putting someone down.
- Interfering with someone's personal property or work equipment.

Indirect Bullying

- Blocking access to promotion, training, overtime etc
- Withholding information essential to do the job properly
- Setting impossible deadlines and targets and/or tasks that are unreasonable above or below a worker's ability
- Deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers
- Excessively tight supervision



What is workplace harassment?

Workplace harassment can be based on race, disability, age, pregnancy, marital status, homosexuality, transgender, HIV/AIDS status etc. The most common form of workplace harassment is sexual harassment. Sexual harassment is behaviour of a sexual nature, which is unwelcome and has the effect of offending, intimidating or humiliating the person being harassed. Sexual harassment not only happens to women, men can also be subjected to sexual harassment.

Workplace harassment usually consists of a pattern of unwelcome behaviour; however, it can consist of just one act where this is of a serious nature. There is no requirement that the harasser intended to offend or cause harm in order for it to be unlawful. All that is required under the law is that a reasonable person would consider that the person being harassed would be offended, humiliated or intimidated by the behaviour in question.

CCGT recognises that workplace harassment may involve comments and behaviours, which may offend some people and not others. The Board of Directors and Management of CCGT accept that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of employees which, as far as possible is respectful of all employees.

Examples of unlawful harassment

- Suggestive comments about a person's body or appearance
- Leering or staring at a person or parts of their body
- Demands that revealing clothing be worn
- Tales of sexual performance
- Persistent, unwelcome proposals of marriage
- Gender based insults or taunting
- Sexist or racist jokes
- Pornographic, nude or offensive posters in the workplace
- Homophobic abuse
- Verbal or written abuse in general
- Touching a person in a sexual way
- Sexual assault (also a criminal offence)
- Displaying inappropriate parts of the body – flashing (also a criminal offence)
- Obscene telephone calls (also a criminal offence)
- Asking questions about a person's sex life
- Unwanted confidences about a person's sex life or lack thereof
- Persistent requests for a night out where these are rejected
- Requests for sex where these are unwelcome
- Making jokes at the expense of a person with a disability
- Verbal abuse or derogatory comments based on race
- Abuse based on a person's age

Are you a victim of bullying or harassment?

If you believe you are being bullied or harassed there are a number of important steps you should take:

- Step 1** Try talking to the person who is displaying the bullying/harassing behaviour and explain that it is unfair, offensive or unacceptable and it must stop. Only do this if it is safe to do so. Consider having a support person present when doing this. It is important to say these things to the harasser/bully otherwise they may interpret your silence as consent. If you feel too uncomfortable or intimidated by approaching them, it does not alter the validity of the





claim.

- Step 2 It is important to keep a diary to record tangible examples of incidents. Keep any related correspondence.
- Step 3 Report the behaviour or incident to your Field Officer or Supervisor at your Host Employer's workplace (if you are a CCGT apprentice or trainee) or CCGT Senior Management (if you are an internal employee of CCGT). It is best practice to report this behaviour(s)/incident(s) both verbally and in writing.
- Step 4 Keep your complaint confidential. This will avoid idle gossip and the possibility of defamation proceedings against you or the Company.
- Step 5 If no resolution has been reached at this stage, consider having the matter dealt with via the CCGT Complaints & Grievances Policy.

What will CCGT do if you feel you are a victim of workplace bullying or harassment?

CCGT has a legal responsibility to take reasonable steps to prevent bullying and harassment in the workplace. This involves educating employees about bullying and harassment, putting in place this policy, implementing grievance procedures, ensuring compliance and implementing control measures.

If you make a complaint of workplace bullying or harassment, it will be taken very seriously and will be dealt with sympathetically and in a confidential manner. All complaints will be investigated.

You will not be victimised or treated unfairly for making a complaint. If you are not satisfied with the way in which your complaint has been dealt with by CCGT, you can seek further advice from an outside agency.

Host Employers/Field Officers/Senior Management's Role

Host Employers, Field Officers and Senior Management have an important role in the prevention of workplace harassment and bullying. All parties mentioned above must ensure:-

- They do not harass employees
- That all staff understand the Workplace Bullying and Harassment Policy
- When they observe bullying and/or harassment, they should take steps to stop it and warn the person of the consequences if the behaviour continues
- CCGT will remove any trainee or apprentice from the host employer's workplace if workplace bullying or harassment is evident.

Employee's Role

Each employee, including CCGT internal staff and apprentices and trainees, must ensure that they do not engage in bullying or harassing behaviour towards other employees, Managers, Supervisors, Host Employer staff members, clients, customers or Senior Management. Employees should be aware that they can be held legally responsible for their unlawful acts. Employees who aid, abet or encourage other persons to bully can also be held legally liable.

Endorsed by the Board of Directors on 11/04/2017

.....

CCGT Chairman **CCGT Senior Manager**

