



Full Bullying and Harassment Policy

MAVERICK SUPPORTS

(ABN 65 674 503 274)

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1. Purpose

The purpose of this Bullying and Harassment Policy is to create and maintain a work environment at Maverick Support that is free from bullying and harassment. We are committed to ensuring that all employees, participants, contractors, and visitors are treated with respect and dignity and feel safe and valued in their workplace and homes.

2. Scope

This policy applies to all employees of Maverick Support, including full-time, part-time, temporary staff, contractors, and any visitors to the company premises.

3. Policy Overview

- **Prohibition of Bullying and Harassment:**

- **Bullying:** Refers to repeated, unreasonable behaviour that creates a risk to health and safety. This includes but is not limited to:
 - Verbal abuse or insults
 - Intimidation or threats
 - Unreasonable work demands
 - Persistent exclusion or isolation
- **Harassment:** Involves unwelcome behaviour that offends, humiliates, or intimidates based on personal attributes. This includes, but is not limited to:
 - Racial, sexual, or disability-based harassment
 - Offensive jokes, comments, or imagery
 - Unwanted physical contact
 - Persistent unwelcome behaviour of a sexual nature

4. Reporting and Response

- **Reporting Procedures:**

- Employees who experience or witness bullying or harassment should report the incident as soon as possible to their immediate supervisor, HR department, or through designated confidential reporting channels.
- Reports can be made in writing or verbally to Kara Dario. Employees are encouraged to provide as much detail as possible, including dates, times, and witnesses, to assist in the investigation.

- **Investigation Process:**

- All reports will be investigated promptly and thoroughly. Investigations will be conducted impartially, with a focus on fairness and respect for all parties involved.
- The investigation may include interviews with the complainant, the accused, and any witnesses. Relevant documents and evidence will be reviewed.
- The confidentiality of all parties involved will be maintained throughout the investigation process, except where disclosure is required to ensure the safety of individuals or to comply with legal obligations.

- **Resolution and Actions:**

- Upon completion of the investigation, appropriate actions will be taken based on the findings. This may include:
 - Mediation between the parties involved
 - Training or counselling for the individuals concerned
 - Disciplinary actions up to and including termination of employment for those found to have violated the policy

5. Responsibilities

• Employees:

- Employees are responsible for treating colleagues with respect and consideration. They must also report any incidents of bullying or harassment in accordance with the reporting procedures outlined in this policy.
- Employees are expected to cooperate with investigations and provide truthful information.

• Managers:

- Managers are responsible for fostering a respectful and safe work environment. They must:
 - Actively promote the policy and ensure all team members understand it.
 - Take immediate and appropriate action when a complaint is raised or when witnessing behaviour that contravenes this policy.
 - Support employees who report incidents of bullying or harassment and ensure that they are not subjected to retaliation.

6. Consequences

• Disciplinary Actions:

- Employees found to be in violation of this policy may face disciplinary action, which may include:
 - Verbal or written warnings
 - Suspension with or without pay
 - Termination of employment
- The severity of the disciplinary action will depend on factors such as the nature of the behaviour, the frequency of the behaviour, and any previous incidents.

• Retaliation:

- Retaliation against individuals who report bullying or harassment or participate in investigations is strictly prohibited. Any form of retaliation will be subject to disciplinary action.

7. Support and Resources

• HR Support:

- The HR department is available to provide guidance on this policy, assist with the reporting process, and support employees through investigations. HR is also responsible for maintaining records related to complaints and investigations.

8. Confidentiality

• Privacy:

- All information related to complaints, investigations, and resolutions will be handled confidentially. Only those individuals who need to be informed will be made aware of the details of the complaint and the outcome.

- Records will be kept in secure files and access will be limited to authorized personnel only.

9. Training and Communication

- **Training:**
 - All employees will receive training on this policy as part of their onboarding process and through periodic refresher courses. Training will cover definitions, reporting procedures, and the importance of maintaining a respectful work environment.
- **Communication:**
 - This policy will be communicated to all employees through employee handbooks, internal communications, and training sessions. Updates and reminders about the policy will be provided regularly.

10. Review and Updates

- **Policy Review:**
 - This policy will be reviewed annually and updated as necessary to ensure compliance with legal requirements, reflect changes in industry best practices, and address any issues identified through employee feedback or incidents.
 - Employees will be notified of any significant changes to the policy, and updated copies will be made available to all staff.

Version	Approved	Date
Draft	Melanie Bryson	1/9/24
Final	Kara Dario	17/09/24