

<b>Policy Title:</b>	Harassment
<b>Policy Number:</b>	HRP005
<b>Category:</b>	Policy and Procedures
<b>Classification:</b>	Human Resource Policies
<b>Status:</b>	<b>Approved 8<sup>th</sup> April 2014</b>

## Purpose

- To provide a safe working environment free of harassment;
- To clearly outline the Kalano Community Association Inc expectation of behaviour regarding harassment; and
- To fulfil the requirement under the AS/NZS ISO 9001:2008

## Scope

This policy applies to all Kalano workers (employees, volunteers and contractors).

## Policy

Kalano is committed to providing a working environment free of harassment and does not tolerate this behaviour. Harassment is any form of behaviour that is not wanted, not asked for, not returned and that is likely to create a hostile or uncomfortable work environment by seriously offending, humiliating or intimidating a person for reasons which include personal differences or characteristics, such as:

Age	Industrial activity
Political belief	Personal association
Background	Marital status
Carer status	Lawful sexual activity
Sex	Religious belief / activity
Pregnancy	Parental status
Disability	Race / ethnicity
Unrelated criminal record	Gender identity
Physical features	Impairment

Harassment can occur in any work related environment including social functions, conferences, office social gatherings and business trips. Harassment can constitute bullying.

The application of fair discipline and performance counselling practices does not constitute harassment.

## Procedures

Kalano is committed to dealing with any matters of harassment in a:

- Prompt,
- Confidential; and
- Fair way.

Persons who feel they have been harassed or have witnessed harassing behaviour towards others, have the right to seek action through the appropriate channels.

Concerns and complaints should be referred to the person's direct manager, or a Kalano Contact Officer.

Disciplinary action will be taken against anyone considered to have breached this policy. Disciplinary action may include termination of employment or any other remedy available under applicable laws.

## Relevant Documentation

<p><i>Relevant Policies</i></p>	<ul style="list-style-type: none"> <li>• <i>HRP003 - Employee and Contractor Code of Conduct</i></li> <li>• <i>OP001 – Complaints Handling</i></li> <li>• <i>WHSP007 - Grievance</i></li> <li>• <i>WHSP008 - Contact Officer</i></li> <li>• </li> </ul>
<p><i>Relevant Publications</i></p>	<ul style="list-style-type: none"> <li>• <i>Fair Work Act 2009</i></li> <li>• <i>Human Rights and Equal Opportunity Commission Act 1986</i></li> <li>• <i>Racial Discrimination Act 1975</i></li> <li>• <i>Sex Discrimination Act 1984</i></li> <li>• <i>Disability Discrimination Act 1992</i></li> <li>• <i>Age Discrimination Act 2004</i></li> <li>• <i>Equal opportunity for Women in the Workplace Act 1999</i></li> <li>• <i>NT Anti- Discrimination Act 1992</i></li> <li>• </li> </ul>