

Respectful Workplace Policy Statement



Policy Owner: EGM Human Resources
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Cleanaway employs and provides services and products to people from diverse social, political and cultural backgrounds. We aspire to recognise and benefit from these differences in experiences and perspectives.

Cleanaway is committed to ensuring that all employees, prospective employees, customers, contractors, suppliers and other external parties are treated with dignity, courtesy and respect. **Cleanaway prohibits discrimination, sexual harassment, bullying, occupational violence or victimisation as defined in this policy.**

Cleanaway prohibits such conduct:

- in our workplaces, including customer sites and while in transit
- during work activities, including dealing with customers, suppliers and contractors
- at work-related events, including conferences and social functions, held either during or outside working hours
- during interactions outside normal working hours with people with whom we work.

Cleanaway expects our customers, suppliers and contractors to behave in a manner which is consistent with this policy and will take appropriate action if any such persons breach the standards in this policy.

Complaints will be handled in accordance with the Workplace Grievance Policy Statement and associated guidelines. Cleanaway may investigate and respond to a breach of this policy without receiving a complaint from an affected person.

Conduct in breach of this policy will result in disciplinary action. In cases of serious or repeated breaches, this may include termination of employment.

Discrimination

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances, because of any of the attributes listed below.

Indirect discrimination occurs when there is an unreasonable rule, requirement or practice which appears neutral, but with which a high proportion of people with an attribute listed below cannot comply.

Discrimination based on any of the following **attributes** is unacceptable:

<ul style="list-style-type: none">• age• disability, impairment, illness or injury• sex (including intersex status or transsexual status)• sexual orientation or lawful sexual activity• gender identity, gender history, transgender status• marital, domestic or relationship status• family, parental or carer status or responsibilities• pregnancy and potential pregnancy• breastfeeding	<ul style="list-style-type: none">• race, colour, ethnic or national origin• religious beliefs, convictions, activities or affiliation• political beliefs, convictions, activities or affiliation• employment or industrial activity, trade union membership or trade union activity• physical features• personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
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Harassment is any uninvited or unwelcome behaviour which has the effect of offending, intimidating or humiliating that person. It may be discrimination if refers, including indirectly, to a person's protected attribute.

In some situations, the law may provide **exceptions** to discrimination or permit what would otherwise be unlawful discrimination. For example, it is lawful to discriminate on the grounds of disability if an employee cannot perform the inherent requirements of their job. In these circumstances discrimination will be permissible.

Sexual harassment

A person **sexually harasses** another person if they

- make an unwelcome sexual advance or request for sexual favours or
- engage in other unwelcome conduct of a sexual nature

and a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person would be offended, humiliated or intimidated.

It does not matter that the offender did not mean or intend to sexually harass the other person.

Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect.

Further, Cleanaway will not tolerate the recording, storing and/or viewing of sexually explicit images through Cleanaway equipment or during work.

Bullying

Workplace bullying is repeated unreasonable behaviour directed towards another person that creates a risk to their health and safety.

Repeated behaviour is that which is persistent and can include a range of behaviour that has occurred over a period of time.

Unreasonable behaviour is behaviour which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so.

A **risk to health and safety** includes a risk to the mental or physical health of the team member.

While a single incident of unreasonable behaviour may not constitute bullying, such behaviour will not be tolerated and appropriate disciplinary action may be taken.

Bullying is not reasonable management action taken in reasonable manner which may include disciplinary and performance management actions.

Occupational violence

Occupational violence is any incident where another person is physically attacked or threatened in the workplace.

Threat means a statement or behaviour that causes a person to believe they are in danger of being attacked.

Physical attack means the direct or indirect application of force by a person to the body of, or to the clothing or equipment worn by, another person, where that application creates a risk to health and safety.

Victimisation

Victimisation means subjecting or threatening to subject someone to a detriment, because they propose to, have, or are believed to have:

- asserted their rights under this policy, or related legislation;
- alleged that another person has breached this policy or the relevant legislation; or
- assisted someone in raising an issue.

A **detriment** in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.