



WORKPLACE DIVERSITY POLICY

SCT-PC-POL-006A

Purpose

SCT is committed to providing a workplace free of all forms of discrimination, harassment, bullying or workplace violence, where all personnel are treated with dignity, courtesy and respect.

Workplace Diversity and Affirmative Action are guiding principles, which aim to ensure that SCT's recruitment, selection, employment, and promotion procedures are based on the individual merit of applicants and the inherent requirements of the job.

Workplace Diversity and Affirmative Action principles require all employees to conduct themselves in a manner that ensures that all employees work in an environment free from discrimination and harassment. Discrimination, harassment, bullying and workplace violence is not only **unacceptable** it is **unlawful** under various State, Federal and Occupational Health & Safety legislation.

All employees are required to comply with this policy, and State and Federal legislation at all times. Employees must treat colleagues, business associates and the public fairly and with respect, whether at the workplace, a work organised social activity or whilst undertaking a work activity outside the workplace itself.

Scope

WHAT IS DISCRIMINATION?

Discrimination is less favourable treatment of a person or group of people in relation to one of the grounds for complaint which include:

- Race, colour, nationality or ethnic origin
- Sex, marital status, pregnancy or family responsibilities
- Physical or mental impairment
- Religion or political conviction
- Age
- Sexual preference
- Physical features

The Equal Opportunity Act 2010 (Victoria) defines discrimination in two forms; direct and indirect as outlined below.

Direct discrimination is when a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably, because of that personal characteristic. Direct discrimination often happens because people make unfair assumptions about what people with certain personal characteristics can and cannot do.

Indirect discrimination refers to situations where treating everyone the same is unfair. This occurs when unreasonable requirements, conditions, or practices purports to treat everyone the same ends up actually, or potentially disadvantaging someone with a personal characteristic protected by the law.



WHAT IS HARASSMENT?

Harassment is an unwanted behaviour and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence. Unlawful harassment may relate to any of the grounds for complaint previously outlined.

It is important to note that it is irrelevant at law as to whether or not the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour, who determines whether the behaviour is welcome or unwelcome.

Sexual Harassment

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

A sexual harassment complaint can arise as a result of:

- A male employee's conduct toward a female
- A female employee's conduct toward a male
- A male employee's conduct toward another male
- A female employee's conduct toward another female

Sexual harassment can include:

- Sexually suggestive comments, jokes or innuendos that are made in person, in writing, via electronic mail, or on the telephone.
- Requests for sexual favours, persistent invitations or requests for dates, drinks that have been repeatedly rejected.
- Making sexual remarks about a person, staring, leering, making catcalls, wolf whistling or making obscene gestures.
- Display of erotic or sexually explicit posters, pictures, graffiti, cartoons or computer screen savers.
- Undesired physical contact such as touching, patting or fondling.
- Assault or rape, indecent exposure (both criminal offences).
- Sending of inappropriate e-mail messages, fax messages or the use of the internet to convey material that may cause offence.

Racial Harassment

Racial harassment is related to any physical, visual or verbal behaviour regarding a person's ethnic background that embarrasses, offends, humiliates or intimidates.

Racial harassment can include:

- The telling of racist jokes or making derogatory racist comments.
- The display of offensive racist material.
- Racially offensive gestures.
- Repeated irrelevant reference to a person's colour, race, ethnic or cultural background.
- Isolation or segregation on the basis of race.
- Campaigns of hate or silence based on race.
- Assault.



Disability Harassment

Disability harassment is any offensive use of physical, visual or verbal behaviour on the disability of a person or group of people or their associates that embarrasses, humiliates, offends or intimidates.

Disability harassment includes:

- Jokes or mocking remarks about a person's disability.
- The display of offensive material based on a disability.
- Verbal abuse directed at a disability of a person.
- Repeated irrelevant reference to a person's disability.
- Practical jokes based on a person's disability.
- Isolation or segregation of those with a disability.
- The humiliation of a person with disability.
- Assault.

WHAT IS BULLYING?

Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

It can include, but is not limited to, behaviour such as:

- Deliberately changing work rosters to victimise particular employees.
- Verbal abuse.
- Initiation practices.
- Sabotaging someone's work.
- Ridiculing someone's opinion.

Bullying is not an acceptable part of work culture. Furthermore, bullying is a significant occupational health and safety consideration, if it occurs in the workplace or a working environment, as it can cause harm to a person's health and well being, both physically and psychologically.

WHAT IS WORKPLACE VIOLENCE?

Workplace violence is any incident where an employee is physically attacked or threatened in the workplace.

Workplace violence includes:

- Someone threatening to hurt you
- Objects being thrown at you
- Pushing, shoving, punching, kicking

WHAT IS VICTIMISATION?

Victimisation is when someone who has raised an equal opportunity, discrimination, harassment or bullying complaint suffers a negative consequence as a result of raising that concern.

No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to



discrimination, harassment or bullying.

WHAT CAN AN EMPLOYEE DO IF THEY ARE BEING DISCRIMINATED AGAINST, HARASSED OR BULLIED?

- Inform the offender that the behaviour is offensive and unacceptable and against SCT policy; or
- Inform their manager; or
- Speak to one of the SCT Contact Officers.

SCT have authorised Contact Officers at each of their sites who will treat all workplace diversity complaints seriously and confidentially.

If any employee believes they have been subjected to unacceptable workplace behaviour they are encouraged to raise their concerns with their site Contact Officer or their Manager / Supervisor.

These people will discuss the complaint with the employee and ways it might be handled satisfactorily. The Human Resources Department is also available for further advice. SCT will treat any complaint raised in the strictest confidence. Any investigation will be carried out in an impartial manner.

Employees can obtain the name of their site Contact Officer by checking the site noticeboards which display the names and contact details of these persons or by the asking their Manager / Supervisor or HR Department.

WHAT CAN HAPPEN TO AN EMPLOYEE WHO HAS A COMPLAINT MADE AGAINST THEM?

SCT will not tolerate any form of discrimination, harassment, and bullying or workplace violence of its employees. SCT will take whatever action is reasonably available to prevent discrimination, harassment, bullying or workplace violence occurring.

This action may include demotion or dismissal.

If the matter goes beyond SCT, then a Tribunal may charge or order the offender to pay compensation if found to have harassed, discriminated against, bullied or committed an act of violence against another person.

Document Control and Approval Information

Document Number	SCT-PC-POL-006A
Issue Date	MAY 2012
Review Date	November 2022
Next Review Date	November 2023
Reviewed By	General Manager People & Culture
Approved By	General Manager People & Culture