

Policy Number:	CPP-POL-024-01
Policy Name:	Harassment, Discrimination and Workplace Bullying Policy
Purpose:	The purpose of this policy is to make Multicultural Services Centre of WA (MSC) employees aware of what constitutes harassment, discrimination and workplace bullying, and their responsibilities in preventing and managing such incidents. The intended outcome is a workplace that is free from all forms of harassment, discrimination and bullying.
Scope:	This policy applies to MSC's ongoing and casual employees, contractors, Board members, volunteers and consumers. This policy covers: - Any behaviour or series of behaviours that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines, scares, excludes, or embarrasses anyone it is directed at, or anyone who sees or overhears it. - Any behaviour or series of behaviours which may constitute any form of discrimination.
Responsibility:	CEO and Executive Manager will be responsible for monitoring and implementing this policy within the organisation. All MSC employees are responsible for ensuring that breaches of this policy do not occur. Team Leaders and managers have a leadership role and are responsible for preventing incidents and taking prompt action if breaches do occur.
Definitions:	Workplace Bullying is verbal, physical, social or psychological abuse by another person or group of people at work. Discrimination - distinguishing between individuals or groups so as to disadvantage some and advantage others. Harassment is any unwelcome conduct that offends, intimidates or humiliates a person.
Applicable Legislation:	Occupational Health and Safety (OHS) Act 2004 Public Service Act 1999 Human Rights and Equal Opportunity Commission Act 1986 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Disability Discrimination Act 1992 (Cth) Age Discrimination Act 2004 Work Health and Safety Act 2020 Workplace Relations Act 1996 Freedom of Information Act 1982 Privacy Act 1988 Crimes Act 1900 Criminal Code 2002

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	Fair work HR policy MSC Human Resources Business Manual Incident Management Policy Complaint Policy and Procedures Safe Work Manual MSC Code of Conduct
Process:	MSC has a responsibility to ensure the health, safety and welfare of employees and others in the workplace which includes where employees are providing services in consumers' homes. To ensure a harassment and discrimination free work place, MSC has adopted following strategies as part of our organisational culture: • MSC is committed to ensuring that all employees, volunteers, and volunteers are properly educated to minimise the risk of harassment, discrimination and bullying at workplace. This commitment is an integral part of promoting good occupational health and safety practices which are consistent with legislative requirements. • MSC has a no tolerance policy in regard to workplace bullying. • Employees are strongly encouraged to raise any occasions where they feel or are being bullied to their line manager, Team Leader Corporate Services, Executive Manager or CEO. • If any staff member witnesses any occasion of a staff member or consumer being bullied, they are obligated to raise this issue to respective line manager or any manager within the organisation. If the witness does not do this and MSC becomes aware of it they will potential face consequences in not meeting their responsibilities in the work place. • Individual incidents related to workplace harassment or bullying will be thoroughly investigated through appropriate delegation channels and based on the findings, the employee responsible may be held liable to prosecution under the OHS Act for failure to provide a safe workplace. • Staff are provided as part of their induction MSC Code of Conduct as well as policies and procedures. • MSC is aware that work-related interpersonal conflicts and occasional differences of opinion or disagreement with decisions may arise and these matters will be more appropriately addressed in accordance with our HR policy (See CP18.1) • MSC adopts the principle that managing staff does not constitute bullying, if it is done in a reasonable manner. Managers do have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative), disciplining and counselling staff.

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	Through Risk Management processes, MSC monitors risk factors associated with the likelihood of bullying and their potential impact on the workers or workplace.
Breaches:	Engaging in harassing, discriminating or bullying conduct in the workplace constitutes a breach of this policy and the MSC Code of Conduct and may result in disciplinary action up to and including dismissal. In some instances harassment, discrimination or workplace bullying may also amount to a criminal offence or a breach of relevant Commonwealth legislation. Consultants and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with MSC terminated or not renewed.
Approval Date:	30/11/2021
Approved By:	Executive Manager
Review Date:	31/05/2024
Doc. Owner:	CEO

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