

Respectful Workplace Policy

We want everyone at GSA to have a fulfilling experience, characterised by respect, fairness and equal opportunity. This Policy sets out our commitments and expectations for how we work together, and with our clients and stakeholders, to create a respectful workplace.

This Policy applies to all GSA employees, contractors, Board members, student representatives and volunteers (collectively, **everyone**), while at work, including:

- at any of GSA's workplaces;
- during work activities, including when dealing with students, clients and other stakeholders; and
- at work-related events, including social events.

Everyone is required to remain familiar with and comply with this Policy (as amended or replaced from time to time).

Formalities

You are encouraged to regularly check this Policy, as GSA may from time to time at its absolute discretion amend or replace it. GSA may also, if it considers appropriate, depart from all or part of this Policy. This Policy does not form part of any employee's employment contract, any contractor's contract for service, or any volunteer's volunteer agreement.

Related policies

For information about how GSA will address unacceptable behaviour, including behaviour that is inconsistent with this Respectful Workplace Policy, see GSA's *Resolving Issues and Complaint Management Policies*.

Authorisation

Chief Executive Officer to authorise policy and be responsible for its implementation.

Responsibilities

Everyone is responsible for their own behaviour and must:

- treat other employees, contractors, Board members, student representatives and volunteers with dignity and respect; and
- not engage in unlawful discrimination, sexual harassment or bullying, or assist or encourage another person to engage in such conduct.

GSA is committed to equal opportunity principles when making decisions about staff members. This includes decisions regarding recruitment, selection, promotion, remuneration, conditions, promotions, transfers, termination, training and development, and other benefits.

Unlawful Discrimination

Generally, unlawful discrimination involves:

- treating a person with a protected attribute less favourably because of the protected attribute; or
- imposing an unreasonable requirement that is likely to disadvantage persons with a protected attribute.

Protected attributes include:

- age;
- disability or impairment, whether physical, mental, intellectual or psychiatric;
- employment activity;
- expunged homosexual conviction;
- race, colour, descent, nationality or ethnic, religious, national or social origin;
- gender identity;
- transgender or transsexual status;
- lawful sexual activity or sexual orientation;
- physical features;
- family, marital, relationship, parental or carer status;
- family responsibilities;
- political opinions, belief or activity; industrial activity or membership of an industrial association;
- pregnancy or potential pregnancy;
- breast feeding;
- medical record;
- profession, trade or occupation;
- religious belief of activity;
- sex;

- sex characteristics;
- intersex status;
- spent conviction;
- criminal record; and
- personal association with, or relation to, a person who is identified by reference to any of the above attributes.

Sexual Harassment

Sexual harassment is any uninvited or unwelcome conduct of a sexual nature in circumstances in which a reasonable person would have anticipated that the other person would be offended, humiliated or intimidated.

Sexual harassment can:

- take the shape of words, images, gestures and actions delivered verbally, physically, visually or in writing; and
- be a one-off incident, a series of incidents or an ongoing pattern of behaviour.

Sexual harassment may include:

- staring, leering or unwelcome touching;
- suggestive comments or jokes;
- sexually explicit pictures or posters;
- making remarks with sexual connotations;
- unwanted invitations to go out on dates;
- requests for sex;
- unsolicited demands or requests for sexual favours;
- intrusive questions about a person's private life or body;
- unnecessary familiarity, such as deliberately brushing up against a person;
- unsolicited acts of physical intimacy;
- insults or taunts based on sex, gender identity, gender expression, sexual orientation or intersex status;
- sexually explicit physical contact;
- sexually explicit emails, text or social media messages; and
- any other unwelcome conduct of a sexual nature.

Bullying

Bullying occurs when one or more people repeatedly behave unreasonably towards another person, and that behaviour creates a risk to health and safety.

Bullying covers a wide range of behaviours and can be physical and/or psychological in nature. It can also take place as part of different incidents by different people, which form a pattern of unreasonable behaviour.

Examples of behaviour that may amount to bullying include, but are not limited to,:

- verbal abuse, including yelling, personal comments, offensive language or sarcasm;
- aggressive or threatening behaviour;
- constantly ridiculing a person or putting them down;
- excluding or isolating a person from workplace activities;
- leaving or sending offensive messages, including by phone or email;
- making persistent or unjustified criticisms;
- humiliating a person through gestures, sarcasm, criticism and insults, usually in front of others;
- assigning a person meaningless tasks unrelated to their job or giving them impossible assignments; or
- spreading gossip or false or malicious rumours about another person.

Bullying does not include reasonable management action that is carried out in a reasonable manner. This may include managerial directions, workplace counselling, performance management and disciplinary action.

Breach of Policy

Any staff member who breaches this Policy may be subject to:

- in the case of an employee – disciplinary action up to and including termination of their employment; and
- in the case of a contractor, Board member, student representative or volunteer – termination of their engagement.

Any person who breaches this Policy may also be subject to complaints and proceedings under applicable state and federal laws.

Employee Assistance Program

Independent and confidential support services are offered to GSA employees and other associated personnel through GSA's Employee Assistance Program (**EAP**), which is provided by an external provider – Assure.

Assure can be contacted 24 hours, 7 days a week to assist employees with a range of personal and work related issues. To access the service, phone: 1800 808 374. Further information can be found on the website: assureprograms.com.au.

The range of services provided by psychologists and social workers is designed to meet the well-being needs of those who access the service.

The EAP consultant will assist you to:

- assess the issues you are concerned about;
- provide coaching and education to deal with the issue;

- identify options and alternatives to resolve the issues, and
- facilitate referrals for longer term assistance where required.