



POLICY NO. CCPL-IMS-P-07

ANTI-HARASSMENT & EQUAL OPPORTUNITY POLICY

As an equal opportunity employer Complete is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment across all of our operations.

Complete recognises its moral and legal responsibilities under the Anti-Discrimination Act 1977 (NSW) to take reasonable measures to eliminate discrimination, bullying and victimisation in the work place for all employees, contractors, customers and the general public.

By effectively implementing this Anti-Harassment and Equal Opportunity Policy, Complete hopes to attract and retain talented employees and create a positive work environment for all.

Complete will guarantee implementation of the below moral responsibilities as the basis of its Anti-Harassment & Equal Opportunity Policy;

Staff Rights & Responsibilities

All staff are entitled to:

- Recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- Work free from discrimination, bullying and sexual harassment.
- The right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- Reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All staff must:

- Follow the standards of behaviour outlined in this policy.
- Offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- Avoid gossip and respect the confidentiality of complaint resolution procedures.
- Treat everyone with dignity, courtesy and respect.

Additional responsibilities of managers and supervisors

Managers and supervisors must also:

- Model appropriate standards of behaviour.
- Take steps to educate and make staff aware of their obligations under this policy and the law.
- Intervene quickly and appropriately when they become aware of inappropriate behaviour.
- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- Help staff resolve complaints informally.
- Refer formal complaints about breaches of this policy to Complete Management
- Ensure staff who raise an issue or make a complaint are not victimised
- Ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- Seriously consider requests for flexible work arrangements.

Discrimination, bullying and sexual harassment are unacceptable at Complete and are unlawful under the relevant legislation. Any employee found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.



**Director
Chris Mitchell**



**Director
Brenden Lavin**