



WORKPLACE BULLYING AND HARASSMENT POLICY

Gongues Constructions Pty Ltd (Gongues Constructions) is committed to ensuring a workplace free of discrimination and bullying and harassment. This commitment is based in part on the need to make sure Gongues Constructions complies with equal employment opportunity laws; however, we are also committed to providing a pleasant working environment for all workers and encouraging good working relationships between workers. Gongues Constructions will not intentionally discriminate in any way based on medical record or age, marital/parental status, gender or gender preference, sex or sexual preference, criminal record, union membership, ethnic or racial background, nationality, pregnancy, religious or political conviction, physical, mental, intellectual or psychiatric disability or impairment. Bullying and harassment will not be tolerated at Gongues Constructions. If, after an investigation by a company officer, it is found bullying and harassment has taken place, the person responsible will be disciplined. In serious cases of bullying and harassment, dismissal may be the result.

What Gongues Constructions will do?

It is Gongues Constructions legal responsibility to make sure bullying and harassment does not happen in the workplace. All bullying and harassment complaints will be investigated by Gongues Constructions. The complaints will be investigated in a sympathetic, fair and confidential manner. Action will be taken to make sure the bullying and harassment stops. Appropriate warnings or disciplinary action will be taken where bullying and harassment is found to have occurred. Persons will not be victimised nor treated unfairly for making a bullying and harassment complaint.

Confidentiality

All parties involved in the investigation of a complaint (including the person making the complaint), need to make sure confidentiality is maintained to make sure defamation and/or slander issues do not arise.

Responsibilities of managers and supervisors

It is part of the role of managers and supervisors to make sure bullying and harassment does not occur in the workplace. Managers and supervisors must make sure they do not engage in harassing behaviour themselves, bullying and harassment of other workers, managers, supervisors or customers. When managers are aware bullying and harassment is happening in the workplace, they shall take steps to stop it and warn the person involved of the consequences if the offending behaviour continues. Managers and supervisors are also responsible for ensuring all workers are aware bullying and harassment will not be allowed in the workplace and complaints will be dealt with in accordance with the **grievance handling procedure**. If the manager or supervisor feels they are not the appropriate person to be dealing with a complaint, it will be referred to a nominated contact person who can assist.

Further information

Assistance and advice can be sought from;

- Gongues Constructions head office
- a relevant trade union
- Anti-Discrimination Board of NSW or Australian Human Rights Commission

The policy is a public document; it shall be clearly displayed and made available to all interested parties.

This policy applies to all sites where Gongues Constructions is performing work and covers all our activities and services.

This policy has been reviewed for suitability, adequacy, effectiveness and has been authorised for use by the following Directors;

Mr Carlos Gonçalves

Mr Herculano Gonçalves

Mr Aladino Domingues