

## Anti-Bullying & Harassment Policy Statement

### HR 056 – Rev 1.3

Vision Architectural Glazing Installations Ltd recognises the rights of the employee accused of workplace harassment or bullying to be treated in accordance with the principles of natural justice. This includes the right to know full details of allegations against them, a right of reply to those allegations, a presumption of innocence until evidence against them shows otherwise and the benefit of any reasonable doubt.

As part of Vision Arch's commitment to minimising and eliminating instances of workplace harassment and bullying at work, we will:

- provide training workshops or information sessions for all employees relating to workplace harassment or bullying.
- provide training for managers/supervisors and other employees involved in the complaint resolution process and ensure the complaint resolution procedure is used when dealing with complaints of workplace harassment or bullying.
- distribute and regularly promote this Workplace Harassment and Bullying Policy to all existing and new employees.
- monitor the working environment to ensure the appropriate standards of behaviour and conduct are observed at all times.
- treat all complaints of workplace harassment and bullying seriously and take immediate action to investigate and resolve any complaint quickly, fairly and with complete confidentiality.
- ensure employees who make or support a complaint of workplace harassment or bullying are not subsequently subjected to victimisation.
- take all reasonable steps to ensure there is no recurrence of the offence.

All employees have a responsibility to take reasonable care to protect their own health, safety and welfare whilst at work and to avoid adversely affecting the health, safety and welfare of any other person at work, as outlined in the WHS Act. Further, all employees have a responsibility to comply with this Workplace Harassment and Bullying Policy by ensuring they do not commit, encourage or condone workplace harassment or bullying in the workplace.

Employees are also encouraged to offer assistance or support to any person being harassed or bullied, and to keep any complaint confidential to avoid idle gossip and to prevent potential defamatory proceedings being taken against them.

Employees should be aware they could be held personally liable for harassing or bullying another person, or aiding, abetting or encouraging other persons to harass or bully and/or for condoning these types of actions.

Any employee who requires advice, information or support in relation to workplace harassment or bullying should contact their manager/supervisor, or the Operations Manager, responsible for our Human Resources, to assist them in such matters.

If any employee feels they have been harassed or bullied, they may make a complaint in accordance with the Resolution Procedure. If an employee is not satisfied with the way their complaint has been handled by the organisation, they have the right to refer the matter to an external party.



A copy of this Workplace Bullying and Harassment Policy shall be displayed and it is the responsibility of management and supervisory staff to ensure that it is understood, implemented and maintained at all levels in the Company.



Managing Director - Date: 01/07/2023

Review Date: 29/06/2024