

Anti-Bullying & Harassment Policy Statement

HR 056 – Rev 1.4

Vision Architectural Glazing Installations Limited (Vision Arch) 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 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 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.



DEFINITIONS OF BULLYING & HARASSMENT

BULLYING

Bullying is defined as repeated, unreasonable behaviour directed toward an individual or group that creates a risk to health and safety. It involves actions that intimidate, degrade, offend, or humiliate a person, often with the intention to assert power over them. Bullying can be overt or subtle and can occur in-person, online, or through written communication.

Examples of Bullying Behaviour:

- **Verbal Abuse:** Name-calling, insulting, or offensive remarks, whether about personal attributes, appearance, or professional competence.
- **Excessive Criticism or Blame:** Consistently singling out an employee for criticism or blaming them unfairly for mistakes.
- **Social Exclusion:** Ignoring or isolating an individual by excluding them from team activities, meetings, or social gatherings.
- **Threats or Intimidation:** Using threats of demotion, dismissal, or unfavourable work assignments to manipulate or scare employees.
- **Excessive Monitoring or Micromanaging:** Unnecessarily scrutinizing work to an extreme degree, often to undermine the confidence of the individual.
- **Sabotaging Work:** Deliberately withholding important information, resources, or support to hinder someone's ability to perform effectively.
- **Humiliating Assignments:** Assigning demeaning tasks unrelated to the employee's job role as a form of punishment or humiliation.

HARASSMENT

Harassment is unwanted behaviour related to a protected characteristic (such as race, age, gender, religion, or disability) that creates an intimidating, hostile, or offensive work environment. Unlike bullying, which may target any individual, harassment is often rooted in discrimination.

Examples of Harassing Behaviour:

- **Racial Slurs or Jokes:** Making offensive or derogatory comments, jokes, or gestures related to an individual's race, ethnicity, or cultural background.
- **Sexual Harassment:** Unwelcome advances, suggestive comments, or inappropriate physical contact. This includes sharing sexually explicit images or messages.
- **Mocking or Imitating Disability:** Making fun of a person's physical or mental condition or imitating their mannerisms.
- **Stereotyping or Biased Remarks:** Comments or assumptions based on gender, age, religion, or other protected characteristics.
- **Offensive Symbols or Materials:** Displaying offensive posters, signs, or symbols in the workplace that can create a hostile environment.
- **Unwanted Physical Contact:** Touching, grabbing, or making any physical advances that make the recipient uncomfortable or unsafe.

CYBERBULLYING & ONLINE HARASSMENT:

This includes bullying or harassment through electronic means such as email, social media, or messaging platforms. Behaviours may include sending threatening or abusive messages, sharing personal information without consent, or creating or spreading harmful rumours online.

Unacceptable Behaviours:

Vision Arch considers any of the list behaviours to be unacceptable. Employees found engaging in bullying or harassment will face disciplinary action, which may include suspension, demotion, or termination.

The intent of this policy is to ensure a respectful, safe, and inclusive environment for all employees, free from intimidation or hostility. One that truly reflects our company ethos.

Reporting:

If any employee feels they have been harassed or bullied, or knows someone who has, they may make a complaint in accordance with the Resolution Procedure.

Please be assured any reporting of these instances, will be dealt with sensitively and in the strictest confidence; ensuring its dealt with appropriately & comprehensively.

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 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: 01/08/2025

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