

Red Source Personnel Workplace Harassment Policy

INTRO/ PURPOSE

At Red Source Personnel we are committed to providing a work environment, which is pleasant for employees to work in, and which is conducive to good working relations. This policy is aimed at ensuring that employees are not subjected to any unwanted workplace harassment. Harassment in the workplace is against the law.

What is Workplace Harassment?

Harassment may be of a sexual nature, but can also be based on race, disability, age, pregnancy, marital status, homosexuality, transgender, or HIV/AIDS status. Harassment is behaviour which is unwelcome and has the effect of offending, intimidating or humiliating the person being harassed. Taunting, if unwelcome, can also be workplace harassment

Workplace harassment may be a pattern of unwelcome behaviour, however, it can consist of just one act where this is of a serious nature.

Also there is no requirement that the harasser intend to offend or harm in order for it be unlawful. All that is required under the law is that a reasonable person would consider that the person being harassed would be offended, humiliated or intimidated by the behaviour in question.

Remember, the key element of sexual harassment is that it is unwelcome behaviour. It has nothing to do with mutual attraction, or private, consenting friendships, whether sexual or not.

Examples of unlawful harassment

- Sexist or racist jokes
- Tales of sexual performance
- Touching a person in a sexual way
- "flashing", sexual assault, obscene telephone calls (criminal offences)
- Gender based insults or taunting
- Asking questions about a person's sex life
- Abuse based on a person's age, race, sex etc.
- Requests for sex where these are unwelcome
- Homophobic material displayed or homophobic abuse
- Persistent, unwelcome proposals of marriage
- Pornographic or nude posters in the workplace
- Leering or staring at a person or parts of their body
- Suggestive comments about a person's body or appearance
- Verbal or written abuse directed at a transgender person
- Unwanted confidences about a person's sex life or lack thereof
- Persistent requests for a night out where these are rejected
- Making jokes at the expense of a person with a disability

We recognise that workplace harassment may involve comments and behaviours which offend some people and not others. We understand that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of employees which, as far as possible, is respectful of all employees.

Are you suffering harassment?

If you believe that you are being harassed there are a number of important steps you should take:

- Tell the person that their behaviour is unacceptable, and that it must stop. It is important to say these things to the harasser otherwise they may interpret your silence as consent. If you would feel too uncomfortable saying these things to the harasser, this will not mean that you don't have a valid claim.
- Report the behaviour or incident to your manager

Keep your complaint confidential - this will avoid idle gossip and the possibility of defamation proceedings against you or the company.

What will Red Source Personnel do?

Red Source Personnel has a legal responsibility to ensure compliance by all in the workplace. If you make a complaint of workplace harassment it will be taken very seriously and will be dealt with sympathetically and in a confidential manner. The complaint will be investigated and, if found to be proved, appropriate action will be taken against the harasser. This may include disciplinary action or termination of employment.

You will not be victimised or treated unfairly for making a complaint.

If a complaint is made against you, a full and thorough investigation will take place. You will be given an opportunity to defend any allegations. A determination will not be made until the investigation is complete.

It is important to understand that it is also against company policy for any frivolous or vexatious claims to be made against other employees. If found to be making such claims, the employee may be disciplined and/or terminated.

Employee's role

Each employee must ensure that they do not engage in harassing behaviour towards other employee, managers or supervisors, clients or customers. Employees should be aware that they can be held legally responsible for their unlawful acts. Employees who aid, abet or encourage other persons to harass can also be held legally liable.