



Policy Title: **WORKPLACE BEHAVIOUR POLICY**

Policy Type: **HUMAN RESOURCES**
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR019**

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1. Policy Background/Scope

At Aurukun Shire Council we value everyone for who they are, giving us a great workplace where everyone can contribute in their own way bringing an inclusive culture of diversity. Aurukun Shire Council is committed to ensuring that it is free from any behaviours that do not support this policy.

All employees, contractors and any other person who represent Aurukun Shire Council, must at all times ensure they do not display behaviours of harassment, discrimination, bullying or victimisation toward members of the public, visitors or other employees. This policy applies to all employees whether they are in or out of Aurukun Shire Council workplaces, clients of Aurukun Shire Council workplaces or Council functions or events. Visitors and persons contracted to Aurukun Shire Council are also bound by this policy whilst working on Aurukun Shire Council projects.

2. Policy Provisions

Aurukun Shire Council will ensure that all persons are aware of the workplace behaviours they must display toward each other including an understanding of each of the following:

3. Harassment

Behaviours that may offend, intimidate, humiliate or embarrass a reasonable person. Performance Management that follows company procedure does not constitute harassment. Harassing another person due to their disability or racial background will not be tolerated and is also a form of discrimination.

Sexual harassment may be in the form of unwelcome advances or requests, gestures or conduct of a sexual nature. Other signs of sexual harassment include:

- staring, deliberate and unnecessary contact, flirting or propositioning another person including repeated requests for a date which have been previously declined;
- suggestive comments/remarks about persons appearance, body, sex or personal life;
- displaying erotic or explicit materials or sending through communications to another person including text messages, email and picture messages;
- inappropriate advances on social networking sites including Facebook;
- saying sexually oriented jokes and conversations or using sexually degrading words to describe an individual; and
- requests directly or indirect /implied for sexual activity in return for favours, benefits or preferential treatment.

Employees found guilty of sexual harassment will be immediately dismissed from employment.

4. Discrimination

Discrimination is where an employee or prospective employee is treated less favourably directly or indirectly. Discrimination on the following grounds is against the law:

- race, (including colour, descent or ancestry, nationality, national or ethnic origin);
- age (whether young or older);

- impairment (including biological, functional, learning, physical, sensory, mobility, cognitive, psychological, psychiatric impairment or the presence of an organism capable of causing disease);
- religious belief or activity;
- sex or gender identity;
- relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- sexuality;
- pregnancy, breastfeeding, parental status (including being or not being a parent, guardian, foster parent, adoptive parent, or step parent);
- family responsibilities (including the responsibility to care for and support a dependent child or immediate family member);
- lawful sexual activity as a sex worker;
- trade union activity;
- political belief or activity;
- association with someone else who is identified because of one of these attributes.

In addition, Council includes the following;

- absence from work due to their commitments as a member of the Defence Reserve Forces.

5. Workplace Bullying (Refer Council's Workplace Bullying Policy)

Workplace bullying is behaviour that is repeated, unreasonable or inappropriate and imposes a negative response or risk to health and safety of another employee or employees. Behaviours may include:

- abusive, insulting or offensive language or behaviour that humiliates or degrades including criticism, gossip, rumours, yelling and screaming;
- threatening or threatening body language, assault, harmful or offensive initiation practices;
- teasing, playing practical jokes, interfering with personal effects or work equipment;
- isolating from others, deliberately denying access to information or resources to complete duties or unfair treatment relating to training options and entitlements; and
- inappropriate comments regarding another's appearance, lifestyle or their family.

6. Victimisation

Any employee, who makes a complaint, intends to make a complaint or assists an employee with making a complaint due to unfavourable workplace behaviours, will not be victimised by another. Behaviours which are classed as victimising include:

- dismissal/termination of employment;
- excluded from work functions or events or being treated less favourably with tasks or duties; and
- being the subject of gossip or innuendo.

7. Display of offensive materials

Offensive materials may include but not limited to:

- pornographic pictures, screensavers, games, posters, magazines and any other material of an explicit nature; and
- materials that make fun or are demeaning to any area covered by anti-discrimination.
- Any offensive material found displayed in the workplace will be removed immediately, with appropriate action taken against the employee responsible for displaying the offensive material which may include disciplinary action or termination of employment.

8. Community Obligations

All employees are required to maintain a high level of social behaviour both in and outside the workplace in Aurukun, Weipa and other Cape York communities. Any behaviour that leads to bringing the reputation of Aurukun Shire council into disrepute may result in disciplinary action, up to and including termination of your employment.

9. Responsibilities

Employees must ensure they do not engage in any activities that will breach this policy, report all incidences of inappropriate workplace behaviour immediately to their Supervisor and keep up to date on changes that may occur with this policy.

Management must ensure that all employees are aware of this policy, take all reasonable steps to ensure the workplace is free from the above behaviours and any complaint that an employee raises is dealt with in a reasonable timeframe. The company will not place you in a situation where you will be forced to breach one of the above.

Where a breach occurs of this policy, it will be handled through the Workplace Behaviour Procedure and/or Internet, Email and Computer Use Policy and/or Use of Mobile Phones Policy. Where disciplinary action is required, it will be handled under the Performance Management Policy and Procedure. For serious matters, dismissal of employment may occur in line with the Disciplinary Policy and Procedure.

Aurukun Shire Council consider any allegation of a breach of this policy a very serious matter, this also includes if you falsely accuse another person of inappropriate workplace behaviour in this policy. If this occurs you may also be subject to disciplinary action under the Performance Management Policy and Procedure.

Employees including Management, will not be subjected to victimising behaviour including demotion, dismissal, exclusion or being treated less favourably or being subject of gossip to prevent them from either making a complaint, thinking about making a complaint or assisting a person who makes a complaint.

10. Related Documentation

Code of Conduct

Disciplinary Policy and Procedures

Internet, Email and Computer Use Policy

Use of Mobile Phones Policy