

BULLYING & HARASSMENT POLICY

Policy Statement

It is the intention of the management at High Grade Mechanical to provide a safe and healthy workplace free from bullying and harassment. We recognise that bullying and harassment can have a lasting mental and emotional impact on victims and their families and that any instances of these constitutes legislative offences under various workplace and human rights laws.

Objectives

High Grade Mechanical is committed and will strive to:

- Train, educate and communicate with employee's, contractors, customers, visitors and other interested parties in regards to this policy where necessary
- Train, educate and communicate with employees and contractors in the company standards towards bullying and harassment
- Provide a workplace where no person suffers bullying or harassment in any form and that the policy will also extend to persons providing or wishing to provide goods or services to the company
- Remain compliant to all relevant legislation and industry standards

Responsibilities

High Grade Mechanical's management will ensure:

- Employees and contractors are consulted prior to the rollout of this policy
- Training, education and communication is provided for employees and contractors in regards to this policy and company standards regarding bullying & harassment
- Appropriate action is undertaken in the event bullying or harassment is reported

High Grade Mechanical's employees and contractors are responsible to ensure:

- Participation in training, education, consultation and communication with management in regards to company standards and policies regarding bullying and harassment
- Following all bullying and harassment company policies and procedures at all times
- Bullying or harassment events and activities are reported in a timely fashion to a member of management

Approved by Mark Olszewski



Managing Director

24th October 2020