

Workplace harassment, bullying, victimisation and aggression Policy

Aspect is committed to ensuring a working environment free from bullying, harassment, aggression, and victimisation and will not tolerate:

- **Harassment** - any unwelcome behaviour associated with unlawful discrimination which offends, intimidates, degrades, or humiliates, irrespective of intent. Unlawful harassment can be direct or indirect on the grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age or, in certain cases gender history. Harassment can be of a verbal, non-verbal or physical nature.
- **Bullying**- when a person or a group of people repeatedly behave unreasonably towards another person or a group of people, examples include aggressive or intimidating conduct, belittling, or humiliating comments and teasing, practical jokes.
- **Victimisation** - where a person subjects, or threatens to subject, another person to disadvantage on the grounds that the person victimised has made, or proposes to make, a complaint or take other action under Equal Opportunity legislation.
- **Aggression** - an action or incident which may physically or psychologically harm another person. Aggressive behaviour is present in situations where employees and other people are threatened, verbally abused, attacked, or physically assaulted at work.

In order to achieve this commitment, Aspect will:

- Encourage the reporting of behaviours which breach this, Policy.
- Educate employees about acceptable behaviour at work.
- Promptly, effectively and confidentially address complaints.
- Promote appropriate standards of conduct at all times.
- Provide appropriate and effective processes, structures and resources to prevent and address issues of harassment, bullying, victimisation and aggression in the workplace.
- Promote an inclusive, professional and respectful workplace at all times.



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