

## GWF WORKPLACE BEHAVIOUR (AU)

<b>Policy Applies To</b>	All George Weston Foods (GWF) employees in Australia		
<b>Policy Owner / Function</b>	GWF Group P&P Director People and Performance	<b>Policy Approver</b>	GWF, Chief Executive Officer
<b>Policy Review Date</b>	November 2024	<b>Next Review Date</b>	November 2026

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## 1. GWF POLICY STATEMENT

GWF policies provide employees with information about their rights and responsibilities, terms and conditions and the standards and expectations required of all employees to ensure that our organisation is safe, inclusive and compliant with all laws and that working at GWF is engaging, productive and supportive.

As a GWF employee this policy applies to you, and it is your responsibility to familiarise yourself with and comply with this Policy and any variations to it.

GWF policies are accessible to all employees via the GWF SharePoint / Intranet site under the Policies and Procedures section. Policies will be made available on sites and specified locations as required under applicable industrial agreements and WHS legislation, and as necessary to ensure all employees are able to access GWF policies.

GWF policies may be reviewed, varied, added to or withdrawn by GWF at any time, at its absolute discretion. This Policy, and any amendments to it, do not form part of an employee's employment contract or agreement.

GWF policies are subject to the provisions of any legislation, contract, or industrial instrument, such as an enterprise agreement or award, which apply to an individual's employment with GWF.

## MANAGING THE RISK OF UNLAWFUL BEHAVIOURS AND GWF'S POSITIVE DUTY TO PREVENT SEX-BASED AND SEXUAL HARASSMENT

Unlawful workplace behaviours are hazards which may create psychosocial risks to your psychosocial health and safety and that of others in the workplace.

We identify the specific hazards in our workplace, assess the risk to health and safety, implement measures such as this Policy to eliminate or control the risks and review whether those measures are working as planned. This is an ongoing risk management process and at each stage we consult with our workers and health safety representatives as required.

We also have legal obligations under the Sex Discrimination Act 1984 (Cth) (Sex Discrimination Act) to take reasonable and proportionate steps to eliminate unlawful sex discrimination, sexual harassment, sex-based harassment, conduct which creates a hostile workplace environment on the ground of sex and victimisation in our workplace (unlawful workplace behaviours), as far as possible.

## 2. DEFINITIONS

For the purposes of this Policy and under the Fair Work Act 2009 (Cth) (**FW Act**) and WHS Legislation and regulation the following definitions apply:

- **FW Act** means the Fair Work Act 2009 (Cth).
- **George Weston Foods:** (GWF, we us, our) George Weston Foods Limited and their related companies.
- **Employee:** (you, individual) Individuals who are directly engaged by GWF as employees on a permanent or fixed term / maximum term engagement, full-time or part-time, and casual employees.
- **People Leaders:** (Leader, Manager): Employees who have direct line management accountability.
- **National Employment Standards (NES):** the minimum employment entitlements that must be provided to all employees in Australia.
- **Sex Discrimination Act:** *Sex Discrimination Act 1984* (Cth)

### 3. PURPOSE

GWF is committed to providing a safe, inclusive, and healthy workplace where all employees, potential employees, customers, clients, contractors, and other external parties are free from experiencing unacceptable behaviour from others.

Unacceptable behaviour includes unlawful discrimination, sexual harassment, harassment, bullying, vilification and victimisation, which are covered in this Policy document. Unacceptable behaviour also includes, but is not limited to, the improper use of drugs, alcohol and other substances and breaches of Health, Safety and Wellbeing Policy Information Systems Use Policy.

The purpose of the GWF Workplace Behaviour Policy (**Policy**) is to outline:

- What constitutes unacceptable behaviours and actions.
- The expectations of our employees and leaders to act respectfully and lawfully, and with accountability.
- The support available if an individual is subject to or witnesses' unacceptable behaviour.
- The actions GWF will take to respond to, manage, investigate, and act on issues, concerns, complaints, and breaches of this Policy.

Importantly GWF is committed to the prevention of unacceptable workplace behaviour, including sexual harassment and sex-based discrimination.

### 4. SCOPE

This Policy applies to all situations that have a connection to your work or engagement with GWF, including, but not limited to:

- when you are in the workplace, whether during or outside normal working hours;
- during work activities, including but not limited to dealings with colleagues, clients and customers whether on or off-site, whether face to face or using information systems or media forms.
- work-related events, including but not limited to conferences and social functions; and/or
- when you are not at work, but where your conduct may have an adverse effect on GWF, the employment relationship or the workplace.

Our workplace is physical and virtual. It includes work-related interactions using technology and social media even if you are not using our resources.

This Policy applies to you if you work for us in any paid or unpaid capacity (including as a contractor or volunteer), are a job applicant, or you visit our workplace (including as a customer, supplier or partner).

It also applies to your dealings with others in the workplace, including the way you behave and the way others in the workplace behave towards you. This extends to how customers, clients and other third parties behave towards you and how you behave towards them.

## 5. UNLAWFUL WORKPLACE BEHAVIOURS

Unlawful workplace behaviours are defined under the Sex Discrimination Act and the FW Act. State and Territory legislation also prohibits many of these behaviours and define them in similar terms.

Set out below is an explanation of these behaviours. Appendix A to this Policy also contains examples of each type of unlawful workplace behaviour.

### 5.1 Unlawful Discrimination

“Unlawful Discrimination” is when a person is treated less favourably compared to another person based on a characteristic which is a protected attribute. Unlawful discrimination may take the form of direct or indirect discrimination.

- **Direct unlawful discrimination** occurs if the reason for the unequal treatment is based on a characteristic or is because the person is part of group.
- **Indirect unlawful discrimination** can occur if there is a requirement or rule applied to everyone which has an unequal effect on a person with a particular characteristic and the requirement or rule is unreasonable in all the circumstances.

The FW Act also prohibits adverse action being taken against an employee or prospective employee because of a “protected attribute”. See below for what a protected attribute is.

#### Exceptions to Unlawful Discrimination

The law provides certain exceptions to discrimination to permit what would otherwise be unlawful discrimination. Where this is the case, discrimination will not be unlawful (e.g. depending on the circumstances, it may not be unlawful to discriminate against a person on the grounds of their disability if the person cannot perform the inherent requirements of their role).

#### Protected Attributes

All employees and prospective employees are protected from adverse action because of protected attributes. There are Federal (including under the FW Act), State and Territory laws that prohibit discrimination and other unlawful actions on the grounds of a protected attribute. The protected attributes under these laws vary and may apply to GWF and our employees. Under the FW Act, these protected attributes are defined as:

- |                      |                     |   |
|----------------------|---------------------|---|
| - race               | - pregnancy         | - marital status                            |
| - colour             | - religion          | - family or carer’s responsibilities        |
| - sex                | - intersex status   | - national extraction                       |
| - sexual orientation | - social origin     | - experiencing family and domestic violence |
| - gender identity    | - political opinion |   |
| - breastfeeding      | - age               | - physical or mental disability             |

Similar, if not identical, protected attributes can also be found in State and Territory legislation.

### 5.2 Unlawful Harassment

Harassment is a form of discrimination, and may consist of unwelcome, offensive, abusive, belittling or threatening behaviour which leads to a person feeling offended, humiliated, insulted or intimidated on the basis of one or more of the grounds or attributes listed above.

The fact that no offence was intended or that the conduct was engaged in as a joke does not mean that the harassment is lawful. The conduct will amount to harassment if a reasonable person, having regard to all

the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, insulted or intimidated. Harassment can be a single or repeated act of offensive behaviour.

### 5.3 Unlawful Sex-Based and Sexual Harassment

**Unlawful sexual harassment** is unwelcome conduct of a sexual nature which a reasonable person would anticipate that the aggrieved person would be offended, humiliated or intimidated in all the circumstances.

**Unlawful sex-based harassment** is unwelcome behaviour that is demeaning in nature, because of a person's sex, or a characteristic that is generally associated with people of that sex. As with sexual harassment, sex-based harassment is where a reasonable person would anticipate the aggrieved person may be offended, humiliated or intimidated. However, unlike sexual harassment, the conduct does not need to be of a sexual nature such as an unwelcome sexual advance or request for sexual favours.

Sexual and sex-based harassment may be a one-off event or a pattern of behaviour. Some behaviours may be criminal offences.

Whether conduct is unwelcome is from the perspective of the aggrieved person. Behaviour may be unwelcome even if the aggrieved person does not tell the workplace participant to stop.

Sexual and sex-based harassment is context driven. This means sometimes it may not be obvious that certain behaviour is unwelcome, especially if a workplace participant is more senior or has the power to make things difficult for the aggrieved person (e.g., a big client). Behaviour is unwelcome even the workplace participant 'means well'.

Other factors may make it more likely behaviour may be unwelcome, including a historical personal relationship, the place it happens, and personal characteristics of the aggrieved person (e.g., age, gender identity, sexual orientation, Indigeneity, cultural and linguistic diversity, and disability).

#### Unlawful Hostile Workplace and Harassment on the Ground of Sex

A **hostile workplace environment on the ground of sex** may happen where general workplace conduct results in people of one sex feeling unwelcome, uncomfortable, or excluded, even if the person is not specifically targeted.

It is behaviour a reasonable person would anticipate in all the circumstances as possibly resulting in a workplace environment that is offensive, intimidating or humiliating to a person because of their sex, or characteristics associated with their sex.

### 5.4 Unlawful Workplace Bullying

**Unlawful workplace bullying** is repeated, unreasonable behaviour by a person or group of people, directed towards a person or a group of people that creates a risk to their mental or physical health and safety.

*Unreasonable behaviour* is behaviour which a reasonable person, having regard to the circumstances, would see as unreasonable. It includes behaviour that victimises, humiliates, undermines, or threatens the person being bullied, or would reasonably be expected to do so.

*Repeated unreasonable behaviour* means persistent unreasonable behaviour and may include a range of behaviours over time. There is no specific number of incidents required for behaviour to be regarded as repeated, as long as there is more than one occurrence. Importantly one-off incidents should not be ignored as they might create risks to health and safety or contravene other laws.

Bullying breaches this Policy as well as the **Health, Safety and Wellbeing Policy** which provides that all workers must take reasonable care for the health and safety of their co-workers. Importantly, in Victoria (**Australia**), some forms of bullying constituting “serious bullying” are a crime, which may result in imprisonment for the alleged bully.

**Workplace Bullying is Not:**

- Reasonable management action carried out in a reasonable manner is not bullying. GWF has the fundamental right to direct, monitor and control how work is done. Directions, performance management and disciplinary action are not bullying where the action is reasonable and warranted. This includes advice or counselling on the work performance or work-related behaviour, which might include critical comments indicating performance deficiencies which is intended to improve work performance or the standard of a person's behaviour.
- Isolated or “one-off” incidents of discrimination, harassment or other unwelcome or inappropriate behaviour are not bullying. However, such behaviour may breach other GWF policies or procedures, industrial instruments, contracts of employment or legislation and may be pursued through other procedures (for example, GWF's Grievance Handling Procedure).
- Conflicts, differences of opinion and disagreements are not necessarily bullying. Such incidents are a normal part of working life and, while they can leave people feeling upset, they should not be confused with bullying behaviour. However, if left unresolved, this might develop into a bullying incident.

**5.5 Unlawful vilification**

**Vilification** is a public act which incites, encourages, or urges others to hate, have serious contempt for, or severely ridicule, a person, or group of people, because they are (or are thought to be) members of a particular group.

Vilification has no justification in "free speech" and GWF does not tolerate vilification.

Where the content ridicules, incites hatred or contempt of a person's race, religion, sexuality, transgender status or HIV/AIDS status, vilification may be unlawful. In some jurisdictions, vilification may be unlawful if it relates to other protected attributes. However, even if an incident of vilification is not unlawful, the conduct may still breach this, Policy.

**5.6 Victimisation**

**Victimisation** is subjecting or threatening to subject someone to a detriment because they propose to, have, or are believed to have, under this Policy or anti-discrimination or other relevant legislation:

- asserted their rights under this Policy or any relevant legislation;
- alleged that another person has breached this Policy or any relevant legislation; or
- assisted someone or been involved in proceedings under this Policy, or any relevant legislation.

A *detriment* in employment may include demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work-related social functions, or being the subject of gossip or innuendo.

GWF does not permit retaliation against a person because they propose to make, have made, or are believed to have made, a complaint of unacceptable behaviour under this Policy or any relevant legislation.

Victimisation breaches this Policy and may also breach the **Health, Safety and Wellbeing Policy**, which provides that all workers must take reasonable care for the health and safety of their co-workers.

Victimisation is both a civil and criminal offence.

## 5.7 Other Behaviours and Actions

In addition to the behaviours specified in this Policy, the management of issues related to a breach of the Drug and Alcohol Policy may constitute unlawful workplace behaviour.

Further, GWF may decide that behaviour breaches this Policy even if a complaint has not been raised (e.g. storing and viewing sexually explicit images on a computer at work may constitute sexual harassment under this Policy (as well as a breach of the **Information Systems Use Policy** and/or the law), even if no complaint has been made).

This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, up to and including termination of employment.

## 6. RESPONSIBILITIES

### 6.1 Responsibilities of all Employees

All GWF employees have a role in preventing and responding to unlawful workplace behaviours and must behave respectfully and appropriately in the workplace.

- Employees are all responsible for their own actions and behaviour and must take reasonable care that their behaviour does not adversely affect the welfare, wellbeing or health and safety of others by ensuring they do not behave or act in a way that would breach this Policy.
- Employees are encouraged to report concerns if they see inappropriate workplace behaviour. If an employee experiences or sees something they think is unlawful workplace behaviour, they must be a responsible bystander by speaking up and report their concerns under this Policy. If they feel safe and confident, we encourage workplace participants to call out unlawful workplace behaviours of others as being not acceptable when it occurs.
- Individuals may need to assist in an inquiry or investigation of a concern raised under this Policy and we may require that participation be on a confidential basis. We expect workplace participants to comply with all confidentiality obligations.
- When reporting a concern under this Policy, employees must not knowingly give us false information or make allegations that are vexatious or are for malicious reasons or have no basis. You must not victimise, harass, vilify or take any unlawful reprisal action against a person who raises a concern under this Policy or who participates in any inquiries or investigations relating to concerns, whether conducted by GWF or an external party.
- **Personal Relationships in the Workplace**

If employees are in a personal relationship with another employee GWF you are required to disclose this to your leader, as personal relationships may sometimes give rise to conflicts of interest and if so, that any actual or potential conflicts can be addressed and managed. Similarly, if the personal relationship ends, you are also required to disclose this to your leader.

Employees who are in a personal relationship must not behave in a sexualised way at work because this may offend, humiliate or intimidate other workplace participants.

If a personal relationship ends, previously welcome behaviours may no longer be acceptable and if continued may be unlawful workplace behaviour or inappropriate workplace behaviour under this Policy.

## 6.2 Additional Responsibilities of Leaders

GWF Leaders are committed to ensuring the workplace is a safe and supportive environment. Leaders at GWF are expected to:

- Role model appropriate workplace behaviour at all times.
- Promote and develop a work environment that is safe and free from unlawful workplace behaviour, where employees are able to report issues confidentially and ask for help if they need support.
- Ensure that all employees reporting to them are aware of this Policy and our expectations that they behave respectfully and appropriately in the workplace.
- Ensure that employees know that GWF will support them if they experience unlawful workplace behaviour from a customer, external party or vendor and that they should report any concerns or issues.
- Know and understand the GWF procedures for the management of issues, reporting, and the resolution of concerns. Importantly leaders must refer concerns to another appropriate person if there is a conflict of interest.
- Treat people with respect and manage concerns seriously and supportively.
- Take suitable disciplinary action against any person found to have victimised, vilified, harassed, bullied or discriminated against another workplace participant or otherwise behaved inappropriately in the workplace
- Ensure that decisions and processes applied to recruitment, promotion or re-deployment reflect our commitment to a diverse, inclusive and respectful workplace free from discrimination and unlawful workplace behaviour.
- **Disclosure of Relationships**

If an employee (**leader**) becomes involved in an intimate relationship with an employee of a lower classification (**subordinate**), the leader must disclose the relationship to the People and Performance Manager as soon as practicable.

The People and Performance Manager will implement such measures as are reasonably necessary to avoid actual or perceived conflicts of interest arising from the relationship. Both the leader and the subordinate are required to follow any lawful and reasonable directions issued by the People and Performance Manager in order to manage any actual or perceived conflicts of interest.

Leaders and subordinates must ensure that their behaviour in respect of a relationship between them does not breach this Policy or any other GWF policies and procedures, legislation or their contracts of employment.

Information about intimate relationships between leaders and subordinates in their direct teams will be treated confidentially as far as is practicable.

Management and people in leadership positions who fail to comply with their additional responsibilities may face disciplinary action, including termination of employment or engagement, as appropriate.

## 7. RAISING A CONCERN

GWF is committed to providing a workplace culture and the tools to ensure all employees know what to do and have a way to seek support and assistance if they experience unlawful or unacceptable workplace behaviour.

Importantly, GWF operates a “no wrong door” approach to raising concerns about matters under this Policy. It is your choice how you wish to raise concerns.

### IMPORTANTLY IF YOU ARE IN DANGER, HURT OR UNSAFE DIAL EMERGENCY SERVICES ON 000

Or for support and counselling call:

<b>1800RESPECT</b>	Call 1800 737 732 the National Sexual Assault, Family & Domestic Violence Counselling Line for any Australian who has experienced, or is at risk of, family and domestic violence and/or sexual assault - 24 hours, 7 days a week.  Or visit <a href="http://www.1800respect.org.au">www.1800respect.org.au</a>
<b>LIFELINE</b>	Call 13 11 44. Lifeline are available 24 hours, 7 days a week. Or got to visit <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>
<b>EAP - Employee Assistance</b>	GWF encourages all employees to utilise the services of our EAP provider TELUS for confidential counselling and advice available to employee’s and their family members.  Call: 1300360365, or visit <a href="https://www.telus.com/en/health/employers/mental/eap">https://www.telus.com/en/health/employers/mental/eap</a>

There are several ways that you can raise an issue depending on your preference:

<b>Speak to your Leader</b>	Your Leader may not know exactly what to do in the specific circumstance, but they will be able to ensure you are safe and they will be able to establish what the best course of action is.
<b>P&amp;P Partner</b>	You can speak with your People and Performance contact you can provide advice, or you can raise an issue or concern formally or informally.
<b>ABF “Speak Up”</b>	Speak Up is an independent external party who you can raise concerns with anonymously, if you feel you are unable to raise the matter internally.  Refer to the ABF Speak Up Policy for contact information and details.
<b>GWF Grievance Handling Procedure</b>	Refer to the GWF Grievance Handling Procedure (currently under review) and raise an issue under this Policy.

<b>Speak directly to the person</b>	If you feel comfortable you can speak to the person about their behaviour, tell them why you are not comfortable and ask them to change or stop what the behaviour or action is.
<b>External Regulator</b>	You may choose to contact the Australia Human Rights Commission (AHRC), a State or Territory Equal Opportunity Commission or a Work Health Safety regulator.

**Active Bystander and personal liability for unlawful workplace behaviours**

As a workplace participant, you must take reasonable steps to eliminate or mitigate risks to the psychological or physical health and safety of others in the workplace. This includes taking reasonable care that your behaviour does not adversely affect the health and safety of others and complying with this Policy and all other relevant policies and procedures.

You may be personally liable for your unlawful workplace behaviour and, depending on the seriousness, it could be criminal conduct.

You may also be personally liable as a bystander, especially if you request, instruct, induce, encourage, authorise (including by failing to act, if you have supervisory responsibilities) or assist someone else’s unlawful workplace behaviours.

Therefore, if you see an employee behaving in a way that is not acceptable or is making someone else uncomfortable you can assist in the moment by redirecting conversation, or you can speak with the person if you feel safe and comfortable in doing so.

As outlined above, GWF has several ways that concerns can be raised, and it does not need to be the person who has experienced the relevant conduct to raise the concern.

**What if someone complains about my behaviour?**

If a person raises a complaint directly with you about your behaviour, speak immediately to your Leader or your Functional/Divisional People & Performance Partner. In any circumstance, you must not victimise the person making the complaint.

**8. MANAGEMENT OF ISSUES**

GWF will work with the person who has raised a concern to establish what has happened and if appropriate how the person wants to manage the situation.

In some circumstances GWF has a duty of care to ensure the workplace is safe and may need to address breaches of this Policy in a specific way to ensure both the person raising the concerns and others are safe.

Concerns raised anonymously will be considered, however the range of response options we can provide may be limited and dependent upon the information received.

To prevent risks of victimisation, concerns raised will generally be treated confidentially by us on a need-to-know basis. However, we may be required by law to disclose information about your concern or matters covered by this Policy. When you report a concern under this Policy, you agree we will approach it in this way.

There are several ways a situation can be managed:

- Support and coaching can be provided to the employee raising the concern to assist them to raise the issues directly with the person.
- A Leader or member of the People and Performance Team may speak to the person about the issues raised and seek to resolve the matter informally. In some cases, this may be able to be confidential and not involve the employee who has raised the issue.
- An investigation or formal review of the matter may be appropriate, and this would be managed by the leader and the People and Performance Team. In some cases, it may be appropriate to appoint an external investigator.
- In some cases, GWF may report the matter to the work, health and safety regulators and/or agencies and if necessary, the Police.

## **9. CONSEQUENCES OF BREACHING THIS POLICY**

If a workplace participant fails to comply with this Policy, we may take disciplinary action, including termination of engagement or employment or other action we think is appropriate - including any remedial action to prevent the behaviour in the future such as issuing a written warning, counselling, or suspension.

GWF may also refer a breach of this Policy to law enforcement authorities where necessary.

As noted above, a breach of this Policy may also result in:

- Legal proceedings under anti-discrimination law, criminal law and other relevant legislation which may affect an employee and GWF, if we are vicariously liable.
- Personal liability of the individuals concerned, including not only the person who has engaged in the unlawful workplace behaviour, but also a bystander, especially if they request, instruct, induce, encourage, authorise (including by failing to act, if they have leadership responsibilities) or assist someone else's unlawful workplace behaviours.

Alcohol consumption does not excuse any unlawful workplace behaviour.

## **10. CONFIDENTIALITY AND PRIVACY**

Information collected by GWF for the purposes of any of the processes covered by this Policy will, to the fullest extent possible, be stored confidentially and, where applicable, will be handled in accordance with the Australian Privacy Act 1988 (Cth).

## **11. RELATED POLICIES AND DOCUMENTS**

- Code of Conduct
- ABF Speak Up Policy
- Health, Safety and Wellbeing Policy
- Information Systems Use Policy
- Grievance Handling Procedure

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### Statement from Chief Executive

I am fully committed to the purpose of this Policy and its (effective operation) implementation and approve this GWF Policy. The welfare, wellbeing, and safety of all of our employees is our priority.

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**Paul Foster**

Chief Executive Officer, George Weston Foods

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**Date Policy Approved**

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*Submitted for final approval by:*

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Michelle Pombart

GWF Group P&P Director

**Policy Owner**

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Date

*Submitted to the Policy Owner for approval by:*

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Katia DeKort

GWF Group Head of People Programs

**Policy Reviewer**

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Date

**APPENDIX A:**

Appendix A provides examples of Unacceptable Workplace Behaviours. These are examples and not an exhaustive or complete list.

<b>UNLAWFUL DISCRIMINATION</b>
<ul style="list-style-type: none"> <li>• an employer’s refusal to employ a woman because she is pregnant;</li> <li>• an employer’s decision not to offer a job to a candidate because the candidate has a physical disability, even though that disability has no impact on the candidate’s ability to do the job;</li> <li>• not promoting a person because they are considered too old or are of a particular race, ethnicity or origin (e.g. Asian). Or, paying men more than women who are doing the same work.</li> <li>• a strict ban on taking leave during school holiday periods is likely to disproportionately affect employees with family responsibilities. If that requirement is not reasonable in the circumstances, it may be indirect discrimination.</li> <li>• using stereotypes or assumptions when making decisions about a person’s career.</li> </ul>
<b>UNLAWFUL HARASSMENT</b>
<ul style="list-style-type: none"> <li>• offensive ‘jokes’ or comments about another person’s racial or ethnic background, sex, sexual preference, age, disability, and the like;</li> <li>• display of pictures, calendars, pin-ups, posters, computer images (e.g. in emails) etc. which are offensive or derogatory;</li> <li>• expressing negative stereotypes of particular groups; and/or</li> <li>• expressing judgment of a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance.</li> </ul>
<b>UNLAWFUL WORKPLACE BULLYING</b>
<ul style="list-style-type: none"> <li>• verbal abuse, screaming, insults, swearing at a person or name calling;</li> <li>• deliberately excluding or isolating an individual or a group from workplace activities;</li> <li>• initiation practices, physical intimidation or threats;</li> <li>• assigning meaningless tasks unrelated to a job;</li> <li>• impossible task setting or unreasonable timelines;</li> <li>• threats about job security;</li> <li>• excessive scrutiny or physical abuse;</li> <li>• sabotaging somebody's work, including deliberately withholding information that a person needs to adequately undertake their role; and</li> <li>• spreading gossip or rumours, or ridiculing somebody's opinions or humiliating someone through sarcasm or insults face to face, or through other mediums such as social media.</li> </ul>
<b>UNLAWFUL SEXUAL HARASSMENT</b>
<ul style="list-style-type: none"> <li>• sexual remarks or jokes (including in reference to sexual orientation or gender identity);</li> <li>• implied or actual threats to work progression if sexual advances are rejected;</li> <li>• unwelcome light touching, hugging, patting, kissing or pinching by a manager, colleague or customer;</li> </ul>

<ul style="list-style-type: none"> <li>• being hassled for a date or followed home;</li> <li>• offensive sexual images;</li> <li>• sexual objectification where a person is represented as an object to be owned or consumed (e.g., where a women's body or body parts are used to sell products or they are told to dress in a certain way to please a client);</li> <li>• unwelcome comments about looks, dress or hairstyles;</li> <li>• intrusive questions about someone's sex life;</li> <li>• actual or attempted sexual assault or rape.</li> </ul>
<p><b>UNLAWFUL <u>SEX-BASED</u> HARASSMENT</b></p>
<ul style="list-style-type: none"> <li>• sex-based remarks or jokes (including about sexual orientation, gender identity or intersex status);</li> <li>• asking intrusive questions based on a person's sex (for example, inappropriate questions about menstruation or genitalia);</li> <li>• displaying images or materials that show prejudice or discrimination based on sex, misogynistic (strongly prejudiced against women) or misandrist (strongly prejudiced against men);</li> <li>• making sexist, misogynistic or misandrist remarks about a specific person;</li> <li>• requesting a person engage in degrading conduct based on their sex.</li> </ul>
<p><b>UNLAWFUL HOSTILE WORKPLACE AND HARASSMENT ON THE GROUND OF SEX HARASSMENT</b></p>
<ul style="list-style-type: none"> <li>• displaying obscene or pornographic materials such as posters;</li> <li>• general sexual or sex-based banter or innuendo</li> <li>• showing sexualised images;</li> <li>• having uniform requirements which are more revealing for females;</li> <li>• requiring a person of one sex behave in a different way for clients;</li> <li>• refusing to provide changing facilities for one sex;</li> <li>• excluding one sex from discussions;</li> <li>• making sexist or misogynistic remarks and offensive jokes about a person's sex.</li> </ul>
<p><b>UNLAWFUL VILIFICATION</b></p>
<ul style="list-style-type: none"> <li>• For example, statements or speeches in a public forum such as gossiping and/or spreading of rumours, statements or remarks published in a newspaper, journal, radio, television or other widely accessed electronic media including social media and internet websites, displaying slogans on badges or clothing in public, or stickers, posters, banners, graffiti or other displays in a public space.</li> </ul>
<p><b>VICTIMISATION</b></p>
<ul style="list-style-type: none"> <li>• For example, if a person discovers another person has made a sexual harassment complaint which involves them and because of this does not offer a promotion or appointment to a permanent position because they think the aggrieved person is a 'snitch' or not a 'team player' – this would be victimisation.</li> </ul>