



Bullying, Harassment and Discrimination Policy

VicForests is committed to providing a workplace which respects everyone's rights to freedom, equality and dignity and which is free from bullying, harassment and discrimination.

VicForests staff should be respectful of each other and act in accordance with our Code of Conduct and Values at all times.

Workplace bullying is repeated behaviour that a reasonable person, having regard to all the circumstances, would expect to humiliate, victimise, undermine or threaten an individual or a group of people through that person's behaviour.

Sexual harassment occurs when a person makes unwelcome sexual advances, an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature.

Discrimination occurs where a person is treated less favourably on the basis of race, sex, sexual orientation, pregnancy, or other attributes which are protected under law.

Harassment is unwelcome and uninvited behaviour that results in offence, humiliation or intimidation on the basis of one of the protected attributes.

Bullying, harassment and discrimination may take many forms including verbal and physical behaviours, and can be directed towards or perpetrated by staff at any level, and of any gender.

Reasonable and fair management actions do not constitute bullying, harassment or discrimination.

Unacceptable behaviours

VicForests staff will not at any time knowingly engage in behaviours that could be perceived as bullying, harassment or discrimination.

VicForests staff will also not encourage (or allow to continue) any conduct that could amount to bullying, discrimination and harassment.

VicForests staff should be aware that behaviours which are not intended to be bullying, harassment or discrimination may be interpreted as such.

If any person indicates that they are uncomfortable with a staff member's behaviour, that staff member should stop that behaviour immediately, apologise where appropriate and reconsider acting that way in the future.

Responding to concerns

VicForests will ensure that all complaints are dealt with confidentially, appropriately and in a timely manner.

If a staff member believes he or she is being bullied, harassed or discriminated against, they are encouraged to, if possible, tell the person bullying, harassing or discriminating to stop. They may also ask their manager, a peer or the People and Safety team for assistance. If the issue is not resolved through informal processes, or not appropriate to be resolved informally, staff are encouraged to lodge a formal complaint.

An external contact is also provided to allow staff to raise issues confidentially.

The Employee Assistant Program (EAP) provides professional counselling and support for personal and work-related issues on a confidential basis.

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