

Our commitment

Belway Labour Management is committed to providing a safe environment where all employees are treated fairly and with dignity. We maintain a diverse workforce that ensures all employees are provided with equal opportunities and remain free from discrimination and harassment and recognise the benefits this brings to our customers, employees and the communities we operate in

How we will meet our commitment

Belway Labour Management will employ people based on merit who share and support the values of our company

We will not tolerate or condone victimisation, vilification, discrimination or harassment toward our employees or being initiated by our employees

Definitions

Discrimination

Discrimination is any practice that makes distinctions between individuals or groups so as to disadvantage some or advantage others.

Direct discrimination refers to individual actions or behaviour usually resulting from prejudice or stereotypical thinking.

Indirect discrimination involves instances where certain groups are unreasonably excluded or otherwise disadvantaged by apparently neutral policies, practices, procedures or decisions that are unfair or unequal in their effect.

Harassment

Harassment is a form of discrimination. It consists of unwelcome, embarrassing, unsolicited, offensive, abusive, belittling or threatening behaviour directed at an individual or group because of some real or perceived attribute such as a person's ethnicity, sexuality, or disability in circumstances which a reasonable person, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Harassment can be any one or more of the following:

- practical jokes
- swearing
- bullying
- a demand or inappropriate request of any nature; including for sexual/romantic favours
- crude jokes, derogatory comments, offensive messages or phone calls
- graffiti with racial overtones
- name calling
- physical threats and offensive gestures

Equal Opportunity and Anti-Discrimination Policy *(cont)*

- campaigns of hate and silence
- leering, patting, pinching, touching
- displays of offensive posters, pictures or graffiti

If such behaviour makes an employee feel offended, humiliated or intimidated, then harassment and/or discrimination is occurring in the workplace and immediate action is required

Affirmative Action

Affirmative action means the removal of obstacles in employment so that all employees receive the same opportunities. It is based on the principle of merit, that is, the best person for the job must be employed for the job or offered casual work opportunities.

Affirmative action aims to take a positive approach, by attempting to prevent discrimination from occurring in the first place, as well as removing previous causes of discrimination.

Scope

This policy and supporting procedures apply to:

- all workers and other persons at our workplace
- all workers while present at another workplace (e.g. a customer's workplace)
- all workers in our vehicles and equipment
- all workers performing our work using someone else's vehicles and equipment
- any location where a worker undertakes activities on our behalf, including but not limited to our sites and offices

Responsibilities

Belway Labour Management has identified the following roles within our organisation with responsibilities for drugs and alcohol, as:

- the employer/ person conducting a business or undertaking (PCBU)
- managers/supervisors
- workers
- other persons at the workplace

A summary of the key responsibilities for each role are listed below.

Employer/PCBU Responsibilities

The Employer or PCBU can be a sole trader, the partners in a partnership, a company, an unincorporated association or a government department. In our organisation this responsibility is accepted by Managing Director

The Employer/PCBU must:

Equal Opportunity and Anti-Discrimination Policy *(cont)*

- Have policies and procedures that ensure equal opportunities and prevent any discrimination of any kind in the workplace
- Communicate this policy within the workplace
- Consider appropriate disciplinary action where this policy is breached
- Model appropriate behaviour through our values, the ways in which we operate and alignment with customers who uphold these same values

Manager/Supervisor Responsibilities

Managers and supervisors are workers who have an area of control within the workplace. In our organisation this responsibility is accepted by Operations Managers

Managers and supervisors must:

- Ensure this policy and supporting processes are effectively implemented within their area of control
- Treat complaints seriously ensuring they are investigated fully, promptly confidentially, without fear of reprisal and in line with our Code of Conduct
- Resolve or appropriately escalate any breaches of this policy that may include disciplinary action, up to and including possible employee termination, and escalation with customers, vendors or contractors

Worker Responsibilities

A worker is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workers must:

- Take responsibility for their own safety and that of their colleagues
- Comply with this and all other Belway Labour Management policies and those of its host clients
- Uphold the essence of this policy and the company values by treating all people fairly, without prejudice and refrain from engaging in harassing or discriminating behaviour
- Report issues that happen to them or that are observed to others to their Supervisor - or, if not comfortable with that, to report issues to another Manager
- Maintain complete confidentiality if they provide information to, or are involved in an investigation of a complaint

Other Persons at the Workplace Responsibilities

Other persons at a workplace refer to any other person at a workplace. In our organisation this responsibility is accepted by Customers, Visitors

Other persons at a workplace must:

- comply with the requirements of this policy

Supporting policies and procedures

This policy operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure and the Work Health and Safety Policy.


This policy should be read and followed in conjunction with the:

- Code of Conduct
- Employee Misconduct Procedure
- Issue Resolutions Procedure

Implementation and evaluation

Belway Labour Management will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our company structure.

Policy authorised by: Sam Balestra

Signature: 

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