

## HARASSMENT POLICY

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Aster Services is committed to providing a safe and healthy work environment in which all workplace participants are free from all forms of harassment.

### Definition

Harassment is unwelcome behaviour or conduct, based on discriminatory grounds which can intimidate, humiliates or offends another person or persons.

Harassment can be a single or repeated act of offensive behaviour.

Harassment may occur through a variety of behaviour including verbal, physical, and electronic or exclusion. Harassment can overlap and the same inappropriate conduct can also be an example of Discrimination or Bullying.

### Examples of Harassment include:

- Telling insulting jokes about particular racial groups;
- Crude jokes, name calling, offensive gestures;
- Making derogatory comments or taunts about someone's race or religion;
- Asking intrusive and inappropriate questions about someone's personal life; and
- Making racial religious slurs.

These examples are not the only possible types of Harassment as different situations involving different people can create new examples. All that is required is that the definition (in the first paragraph of this Harassment policy) be satisfied, and that conduct is Harassment. Harassment will occur even if the unwelcome conduct was not intended to be offensive.

### Sexual Harassment

Sexual Harassment is unwelcome behaviour or conduct, of a sexual nature which can intimidate, humiliate or offend another person or persons. Sexual Harassment can be a single or repeated act of offensive behaviour.

Examples of Sexual Harassment include:

- Sending explicit or sexually suggestive emails or electronic messages or any kind;
- Displaying offensive or pornographic posters or screen savers;
- Asking inappropriate questions about someone's sex life or their relationships;
- Making inappropriate noises or whistles at a person;
- Referring to someone's gender in an inappropriate manner;
- Unwelcome sexual advances or requests for sexual favours; and
- Other verbal or physical conduct of a sexual nature.

Similar to what was described under the heading of examples of Harassment; these examples are not the only possible types of sexual harassment.

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Provided the definition of Sexual Harassment has been satisfied, that conduct would be considered inappropriate and subject to disciplinary action.

In Sexual Harassment cases, the intention of the alleged harasser is irrelevant. What is important is what a reasonable person would consider to be inappropriate.

### Complaint Reporting Procedure

The Complaints process for instances of any type of Harassment in the workplace is the same as previously described for instances of Discrimination. Please read the Anti-discrimination policy for a comprehensive explanation of the complaints procedure.

- Unlawful Harassment can result in legal action against Aster Services and individuals; it can also cause Work Health & Safety risks. For these reasons, it is everyone's responsibility to report instances of Harassment.
- If a workplace participant feels that they have been harassed, or have witnessed Harassment, they should not ignore it.
- The first step is to immediately raise the concern with their direct manager/supervisor (unless the complaint is against their direct manager/supervisor in which case the complaint should be raised with the next level of management).
- Aster Services will, where possible, objectively investigate and assess the details of the complaint and following the investigation, come to a finding and act on those findings where possible.
- Aster Services has the discretion to take disciplinary action against any workplace participant who has been found to have harassed another workplace participant.

### Breach of this Policy

- Aster Services takes very seriously its commitment to providing a safe and healthy work environment, free from inappropriate workplace conduct.
- Any employee or contractor who has been found by Aster Services, after an investigation, to have engaged in inappropriate behaviour with respect to Harassment will be subject to appropriate sanctions ranging from warnings up to and including possible termination of employment.
- If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to legal liability.

This policy is approved and issued by the Executive Director of Aster Services.



**Michael Walshe**  
**Executive Director**  
**01 June 2023**

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