

Recruitflex is committed to continual improvement of safety performance with an overall objective of eliminating work related injury and illness. We are committed to providing all workers with a healthy and safe work environment free from bullying and workplace violence.

We expect all workers to behave in a professional manner and to treat each other with dignity and respect when they are at work. We encourage all workers who experience bullying or workplace violence to report it. When bullying or workplace violence is reported, it will be seen as a serious matter and will be investigated in a timely manner.

Bullying is repeated unreasonable behaviour directed toward a worker, or group of workers, that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- excluding someone from workplace activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- humiliating someone through sarcasm or insults
- intimidation

Workplace Violence is a physical attack or threat to a worker or group of workers that creates a risk to health and safety. It includes aggression and challenging behaviours and can be categorised as client-initiated and external or intrusive workplace violence. Examples of workplace violence include:

- Striking, kicking, scratching, spitting and tripping;
- Grabbing, shoving, pushing or any direct contact;
- Throwing objects or attacking with any form of weapon; and
- Any form of indecent physical contact.

Objective

The objective of this policy is to ensure, so far as reasonably practicable:

- The workplace is free from bullying and workplace violence; and
- Issues that may arise are addressed effectively to minimise risks to health.

Responsibilities

The Company is responsible for:

- Communicating this policy to visitors, hosts and workers;
- Providing additional guidance on workplace bullying and violence; and
- Monitoring the workplace environment to ensure prevention, early detection and control of occurrences of workplace bullying or violence.

Workers incorporating on-hire workers are responsible for:

- Behaving in a professional manner and to treat each other with dignity and respect when they are at work; and
- Reporting any incidents involving bullying or violence in the workplace to directors, management, consultants or host representatives.

An incident of workplace bullying or violence will be taken very seriously by us and, where breaches of this policy are proven, disciplinary action and/or reporting to suitable authorities may arise.