

**Overview:**

This policy has been formulated to provide a clear statement on Dreampath Recruitment's expectations of its staff and onsite employees in respect to conduct that may constitute workplace bullying.

**Purpose and Scope:**

Dreampath is committed to ensuring that all employees work in an environment where people are treated with mutual respect. It is important for a productive and harmonious workplace that staff are aware of the impact of their behaviours on others.

Bullying in the workplace is inappropriate, unacceptable and unlawful behaviour. Employees (on site, internal, temps or contractors) found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action which may include the termination of employment.

**Definition:**

Bullying is repeated unreasonable behaviour directed toward an employee or a group of employees that creates a risk to the health and safety. Workplace Bullying is considered unlawful. Examples of behaviour that could be bullying include:

- Verbal abuse
- Humiliating someone through sarcasm or insults
- Intimidation
- Be-little staff in front of peers/subordinates
- Giving someone the majority of unpleasant tasks
- Continuously threaten you
- Constantly look over your shoulder while you do your job
- Make you feel kept apart and keep you away from the group
- Make you feel afraid and worried
- Deliberately not include you in workplace activities
- Spread gossip about you
- Give you an unreasonable amount of work to do
- Hide your belongings or tools

It is a condition of employment that all employees behave in a professional manner and treat others with dignity and respect while they are at work.

**Policy:**

It is the responsibility of the Managing Director to take all reasonable steps to ensure that the work environment is free of workplace bullying. Acts of workplace bullying by one employee, or a group of employees against another employee, or group of employees will not be tolerated.

All employees have a responsibility to ensure they do not promote or engage in bullying.

A breach of this policy may result in disciplinary action. Victimisation of, or detrimental action towards, any person who raises a complaint in bullying in accordance with this policy will be treated seriously and may result in disciplinary action. Any intentional misuse of this policy including knowingly making a false allegation of bullying, will be treated seriously and may result in disciplinary action.

**Responsibilities of employees:**

Employees have a responsibility to ensure that their actions do not negatively affect another staff member's career, health or wellbeing and are consistent with Dreampath's Code of Ethics. This includes not condoning bullying by failing to do anything about it, such as raising the matter with the bully or a manager.

A staff member found to have bullied another employee or to have condoned workplace bullying may be subject to disciplinary action. Ideally employees should attempt to resolve issues of workplace bullying at a local level by raising the issue directly with the person or by involving their manager (where appropriate).

If the issue is not resolved in this way, an employee may raise the matter with another manager or by lodging a formal complaint in accordance with the Dispute Resolution Process (P\_0006\_A).

**Responsibilities of Managers:**

Managers have a responsibility to provide a safe work environment that enables staff to carry out their work responsibilities free from bullying. This includes investigating complaints of bullying expeditiously, thoroughly and in accordance with due process. Managers should be fully aware of the adverse consequences of not dealing with instances of bullying outlined above.

Managers should be alert to the possibility of workplace bullying and should monitor key indicators such as workplace culture factors, high absenteeism and high employee turnover.



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