

**Site-Wide Labour Services Pty Limited trading as Site-Wide  
Scaffolding**

**ABN 12 614 859 960**

**Anti-Harassment Policy**

Site-Wide Scaffolding ("SWS") is committed to ensuring that the working environment we provide for our people is free from harassment. We demonstrate integrity in what we do and say and always treat people with dignity and respect.

There are many forms of harassment that usually constitute repeated, unwelcome and unreciprocated acts or remarks which make the workplace unpleasant, humiliating or intimidating for the person who is the target of those acts or remarks. What one employee accepts as reasonable behaviour or takes as a joke, can be very distressing to another. Sexual and racial harassment are unlawful under Equal Opportunity Legislation.

In support of our commitment to the prevention of harassment, SWS shall:

- Create a working environment, which is free from harassment, whereby all people will treat each other with dignity, courtesy and respect;
- Promote appropriate standards of conduct at all times;
- Promote awareness to ensure that all people know their rights, responsibilities and obligations via the Employee Induction;
- Facilitate the reporting of behaviour that breaches this anti-harassment policy; Provide an effective procedure for complaints;
- Treat all complaints in a sensitive, fair, timely and confidential manner and provide protection from any victimisation or reprisal; and
- Accountability for providing a harassment free work environment rests with every employee.

Any person who believes they have been or are being harassed may at any stage go to their Supervisor/ Coordinator or a nominated Grievance Officer.

All complaints received by any SWLS employees must and will be attended to promptly and confidentially, treated seriously and sympathetically and investigated impartially with action taken to ensure any misconduct does not continue.

SWLS will continue to promote a culture that encourages our people to work harmoniously in a team environment towards our organisational goals.

**Scott Jansma**

**Managing Director**

**Site-Wide Labour Services Pty Limited**

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