



PBA-FM ANTI-DISCRIMINATION, EEO AND BULLYING POLICY

1.0 Who Do These Guidelines Apply To?

These Guidelines apply to all PBA-FM regular employees, contractors and volunteers.

These Guidelines apply to any circumstance which involves any person associated with PBA-FM (including clients and customers), whether on or off site, or in or out of working hours. They apply in all relevant circumstances - for example at social functions, conferences, business trips and Christmas parties.

Whilst these Guidelines contain examples of prohibited conduct those examples are for guidance only and are not exhaustive of the conduct that PBA-FM may consider to be prohibited in the relevant circumstances.

2.0 Discrimination

Discrimination is unacceptable and/or unlawful in PBA-FM workplaces. In essence, discrimination is treating someone unfairly in the course of employment on the basis of a personal difference which is not relevant to the work or PBA-FM's legitimate business interests. Such personal differences can include such matters as:

- Age
- Breast feeding
- Disability/Impairment
- Industrial activity/inactivity
- Irrelevant criminal record
- Lawful sexual activity
- Marital status
- Parental/Carer status
- Personal association
- Physical feature
- Pregnancy/ Potential pregnancy
- Political activity
- Race ethnic background or nationality/social origin
- Religious conviction
- Sex
- Sexual Orientation
- Transgender

The above list is not exhaustive. PBA-FM will not tolerate any form of discrimination in or affecting the workplace. Any person engaging in such conduct will be subject to disciplinary action, which may include dismissal and/or expulsion from the association.

3.0 Harassment

Harassment is unwelcome or uninvited behaviour that offends, humiliates or intimidates an individual, and is based on a personal difference such as those mentioned above.

Sexual harassment is a common form of harassment that includes any unwelcome sexual advance, request for sexual favours or any conduct of a sexual nature. Conduct which may be viewed as harassment includes:

- Suggestive or lewd remarks or behaviour
- Using religious or racial slurs or other conduct which demeans another person
- Sexual jokes, both spoken and written (including E-mails)
- Displays of offensive screen savers, calendars, cartoons or IT graphics
- Distribution of offensive emails, jokes, internet sites
- Intimidating, humiliating and offensive phone calls, voicemail and E-mails
- Stereotyping of particular groups of people in our workplace
- Discussing sexual activities
- Bringing sexually explicit or suggestive material onto PBA-FM property or using PBA-FM assets to access / distribute such material
- Displays of affection which make others uncomfortable or are inappropriate at the workplace such as unwanted hugs, touches, kisses
- Using terms of endearment to address colleagues (e.g. honey, dear, sweet pea)

This list is not exhaustive. PBA-FM will not tolerate any form of harassment in or affecting the workplace. Any person engaging in such conduct will be subject to disciplinary action, which may include dismissal and/or expulsion from the association.

4.0 Bullying

Bullying is another example of unacceptable workplace conduct. Essentially, bullying is repeated unreasonable behaviour that offends, humiliates or intimidates, and puts a person's (physical and/or psychological) health and safety at risk. It can be direct or indirect and conveyed through speech or actions.

Bullying may also occur on an individual or group basis - that is, it may be conducted by one or more persons against one or more individuals.

PBA-FM will not tolerate any form of bullying in or affecting the workplace. Any person engaging in such conduct will be subject to disciplinary action, which may include dismissal and/or expulsion from the association.

5.0 Victimisation

Victimisation is conduct that harms or threatens people because they:

- have made or intend to make a complaint;
- act or intend to act as a witness to a complaint; or
- support or intend to support a complaint.

Victimisation against those reporting inappropriate conduct will not be tolerated by PBA-FM. PBA-FM will not tolerate any form of victimisation in or affecting the workplace. Any person engaging in such conduct will be subject to disciplinary action, which may include dismissal and/or expulsion from the association.

6.0 Inappropriate Email and Internet Usage

Other conduct that is prohibited because of its adverse impact on the work environment is inappropriate emails and internet usage. Employees and volunteers must not access or distribute

any material which could be considered inappropriate, offensive or disrespectful to others. Examples of such material can include:

- materials that contain sexually explicit or suggestive images or descriptions;
- materials that advocate illegal activity;
- offensive or sexual websites accessed in the workplace; and
- materials that advocate intolerance for others.

In addition, it is unacceptable for an employee/volunteer to download, create, distribute or on-forward emails, jokes, internet sites, computer graphics, movies, videos or games which could be considered offensive or discriminatory.

If you receive inappropriate material, delete it immediately, and tell the sender not to send it or similar material again.

Any person engaging in inappropriate email and/or internet usage will be subject to disciplinary action, which may include dismissal and/or expulsion from the association.