



Workplace Bullying & Sexual Harassment Policy 93.3FM Radio-Five-O-Plus

1. Purpose

- (a) Radio Five-O-Plus 93.3FM is committed to providing a safe and equitable workplace for all volunteers and employees, where everyone's contribution is valued and respected. As part of this commitment, workplace behaviours such as bullying, harassment, sexual harassment and discrimination will not be tolerated. The purpose of this Policy is to provide guidelines for the prevention and management of such behaviours.
- (b) This policy refers to complaints that meet the following criteria:
 - unwelcome and unsolicited, offensive, intimidating, humiliating or threatening.
 - Targets a person on the basis of their age, gender, race, disability, sexual orientation, religion or certain other protected attributes.

2. Mandatory Requirements

- (a) It is the responsibility of management, volunteers and members to model appropriate behaviour.
- (b) All staff are expected to contribute to the achievement of a positive and productive workplace culture by carefully considering their own behaviour and its possible effects on others.
- (c) The Radio Five-O-Plus 93.3FM, Code of Practice, provides the standards of behaviours and conduct that are expected of all staff at all times.
- (d) Management must take all reasonable steps to identify, assess and eliminate or minimise the potential for workplace bullying and sexual harassment.
- (e) Provide awareness of avenues for advice and complaints procedures with respect to bullying, harassment and sexual harassment. *
- (f) Comply with all applicable legal and regulatory requirements.
- (g) Management must treat complaints and behaviour which may constitute bullying or sexual harassment seriously and take immediate action.

- (h) Management must treat complaints with appropriate sensitivity and confidentiality, ensuring that a person is not victimised for making, or being involved in, a complaint of bullying, harassment or sexual harassment.
- (i) Management must ensure that all actions taken to manage a complaint are appropriately documented.
- (j) A written complaint or response can be a letter, fax or email.

* Note Radio Five-O-Plus provides an officer and a process to handle internal and external complaints.

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