

Purpose

Your Clean is committed to providing a harmonious working environment for employees to work in, and promotes amicable working relationships. An integral part of good working relationships is that everyone must be able to work in an environment that is free from all forms of harassment, including bullying.

Your Clean is committed to ensuring that all employees are not subjected to any workplace harassment and bullying and that they work in an environment that is free of all forms of harassment and bullying.

Scope

This Policy applies to all Your Clean employees throughout Australia, whether they are full-time, part-time, temporary or casual, as well as sub-contractors.

Definition

Harassment is an unacceptable action, conduct or behaviour that a reasonable person would find unwelcome, humiliating, intimidating or offensive. Harassment includes a wide range of behaviours, from subtle intimidation to more obvious aggressive actions and can result from a single incident or repeated incidents.

Bullying is repeated behaviour directed towards an individual or group of individuals that is unreasonable and creates a risk to the safety, health and well-being of the individual(s) subject to such behaviour.

Maintain Workplaces Free From Harassment

- Your Clean will:
 - Promote and maintain a work environment free from all forms of harassment and where all employees are treated with dignity, courtesy and respect.
 - Encourage employees to report any harassment or bullying behaviour to their Line Manager or Chief Operating Manager.
- Employees must never engage in actions or behaviours that entail harassment or bullying.
- Workplace harassment and bullying should not be confused with advice or counselling on work performance or work-related behaviour of an individual or group, which might include critical comments, feedback or counselling about work performance.

- Feedback or counselling on work performance or work-related behaviour is intended to assist employees to improve work performance or change behaviour and should be constructive and not humiliating.
- All our people are responsible for ensuring that they consider the implications of their behaviour at all times and take necessary corrective steps, including:
 - Supporting your colleagues to act appropriately and/or to raise a business conduct concern;
 - Ensuring all customers, sub-contractors and visitors are treated with the same respect as employees;
 - Being prepared to adapt your behaviour in recognition that actions or behaviour acceptable in one culture may not be acceptable in another;
 - Undertaking appropriate cross-cultural training; for example, when being assigned to a different location or culturally sensitive location;
 - If you have any queries, always seek advice from your supervisor.
- Our workplaces are any place where work is carried out for Your Clean, and includes any place where an employee goes, or is likely to be, in the course of their employment. Examples of workplaces include but are not limited to:
 - Client's store location during or outside of working hours;
 - Company vehicles used to travel to Client's store location; and
 - Client work functions, Your Clean work functions or other events related to work with Your Clean