

Workplace Bullying and Harassment Policy

Jim Pearson Transport and its subsidiaries ("JPT") are committed to a work culture and environment in which bullying is not acceptable under any circumstances and is strictly prohibited. All employees will be protected as far as reasonable practicable from all forms of work related bullying, harassment and mistreatment in the workplace. JPT considers bullying as gross misconduct resulting in disciplinary action including dismissal.

Bullying includes physical and psychological assault, abuse, threats, intimidation or other types of harassment or unwarranted behaviour including pranks. Without being exhaustive, it may include such actions as:

- Unwelcome comments about a person's sex life
- Sexually offensive staring, leering or gesturing
- Unnecessary familiarity such as deliberately brushing against a person, patting or pinching
- Sexual jokes, remarks or innuendoes directed at another person or in that person's hearing
- Displays of offensive photographs, reading matter or objects
- Sexual propositions or continual requests for dates
- Demands for sexual favors, accompanied by implied or overt promises for preferred treatment, or threats concerning an individual's employment status
- Unsolicited correspondence including letters and/or emails, obscene telephone calls
- Threatening verbal and or physical intimidation including sexual assault
- Verbal, nonverbal, physical or written harassment, bullying or other victimisation of a person that has the purpose or effect of causing injury, discomfort, fear, or suffering to that person
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to that person
- Implied or explicit threats concerning a person's employment, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to that person
- Demeaning jokes, stories, or activities directed at the employee that have the purpose or effect of causing injury, discomfort, fear, or suffering to that person
- Unreasonable interference with an employee's performance or creation of an intimidating, offensive, or hostile working environment
- Playing mind games, ganging up on you, or other types of psychological harassment
- Giving you pointless tasks that have nothing to do with your job
- Giving you impossible jobs that can't be done in the given time or with the resources provided
- Deliberately holding back information you need for getting your work done properly
- Initiating or hazing – where you are made to do humiliating or inappropriate things in order to be accepted as part of the team

In the event of workplace bullying or harassment, suitable action will be taken to ensure that the appropriate support, counselling and follow-up consultations take place with all individuals involved in the incident.

It is the Company's Policy to provide a Bullying and Harassment Officer to:

- Provide support and empathy to complainants
- Inform complainants of the options available to resolve the complaint
- Promote the Company's Policy on the elimination of harassment and non-offensive working environment.

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Any complaint received will be:

- Treated seriously
- Treated with the utmost confidentiality
- Investigated immediately.

All parties will be treated fairly as part of the investigation process. After all steps have been taken and the complaint is found to be valid, senior management will decide on immediate and appropriate action to rectify the complaint and will take steps to prevent it recurring. The actions could include an apology, transfer or dismissal or civil proceedings against the offending party.

The most important step in any harassment situation is reporting it as soon as it happens. Workers are encouraged to report any concern to your Manager or Supervisor or the Bullying and Harassment Officer. Their complaint must be recorded, so the appropriate action can be taken as soon as possible.

JPT Managers and Supervisors are responsible to maintaining compliance with this policy in areas under their control.

Signature: 

Date: 25-2-20

Jim Pearson
Managing Director