

Anti-Harassment Policy

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1. Purpose

At Hobart Airport we value the diversity of our workforce and respect the differences between employees, recognising that each person has individual talents and skills to bring to their job. Hobart Airport will provide an environment free of Harassment for employees, contractors and visitors to the Airport.

Hobart Airport does not tolerate sexual or other forms of Harassment likely to humiliate, offend or intimidate another person.

In addition to responding to instances of harassment, Hobart Airport holds a proactive duty to reduce and remove harassment in the workplace. We are committed to taking preventative measures to identify potential risks, educate our workforce, and foster a culture of respect and inclusivity.

2. Scope

All staff, contractors and visitors are subject to this policy.

3. What is harassment?

Term	Definition
Harassment	Harassment is defined as any behaviour that is a) unwelcome; b) unsolicited; c) usually unreciprocated; and d) usually (but not always) repeated which is likely to offend, humiliate, belittle, threaten or intimidate an individual or group.
Sexual Harassment	A person sexually harasses another if he or she: a) makes an unwelcome sexual advance; b) makes a request for sexual favours; or c) engages in any other unwelcomed conduct of a sexual nature; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.



Harassment can occur over a period of time, and in some cases a single act may be enough to amount to harassment. It makes the workplace or association with work unpleasant, humiliating or intimidating for the individual or group targeted by this behaviour. It can make it difficult for effective work to be done.

For Harassment to occur there does not have to be an intention to offend or harass (such as a joke or unwanted attention). Harassment can occur at the workplace or outside of the workplace if there is a connection with the workplace. Where the behaviour continues over a period and it is not addressed, such behaviour can undermine the standard of conduct within a work area.

Workplace Harassment can take many different forms and may be explicit or implicit, physical, verbal or non-verbal, directed at an individual worker or group of workers. Harassment is often focused on the sex, cultural or racial background or a disability of the individual or group.

It is against Australian law and Hobart Airport policy for anyone to be harassed because of their:

- Sex
- Age
- Pregnancy
- Race (including such things as colour, nationality, ethnic descent and ethnic background)
- Marital status
- Homosexuality
- Disability (including physical, intellectual or psychiatric disability; and including actual, perceived, past, present or future disability).

4. Examples of harassing behaviour (this is not an exhaustive list)

4.1 Verbal Harassment:

- Sexual comments, advances or propositions
- Lewd jokes or innuendo
- Racist comments or jokes
- Spreading rumours
- Comments, jokes about a person's disability, pregnancy, sexuality, age, religion, etc
- Repeated questions about personal life
- Belittling someone's work or contribution in a meeting
- Threats, insults, or abuse
- Repeated unwelcome invitations



- Repeated unwelcome communications
- Offensive, obscene language
- Obscene telephone calls, unsolicited letters, faxes, E-mail.

4.2 Non-Verbal Harassment:

- Leering, eg staring at a woman's breasts
- Putting offensive material on notice boards, computer screen savers, E-mail, etc
- Wolf whistling
- Nude or pornographic posters
- Displaying sexist or racist cartoons or literature
- Following someone home from work
- Mimicking someone with a disability
- Practical jokes which are unwelcome
- Ignoring someone, or being cold or distant with them
- Treating someone differently to others or applying different rules or standards
- Crude hand or body gestures.

4.3 Physical Harassment:

- Unwelcome physical contact, such as kissing, hugging, pinching, patting, touching, brushing up against a person
- Indecent or sexual assault or attempted assault
- Hitting, pushing, shoving, throwing objects at a person.

4.4 Sexual Harassment

Sexual Harassment has nothing to do with mutual attraction or friendship. Each of the following kinds of behaviour may be considered Sexual Harassment:

- Material which is racist, sexist, sexually explicit, homophobic (anti-gay) and is displayed in the workplace, circulated, or put in someone's workspace or belongings, or on a computer or fax machine or on the Internet
- Verbal abuse or comments that put down or stereotype people because of their sex, pregnancy, marital status, race, homosexuality, disability, transsexuality or age
- Gestures which are sexually or racially offensive
- Ignoring, isolating or segregating a person or group because of their sex, race etc
- Staring or leering in a sexual manner



- Sexual or physical contact, such as slapping, kissing or touching
- Intrusive questions about sexual activity
- Sexual assault (also an offence under the Crimes Act)
- Unwelcome wolf whistling
- Repeated sexual invitations when the person invited has previously refused similar invitations
- Initiation ceremonies involving sexual, sexist, racist behaviour
- Jokes based on gender, pregnancy, race, marital status, homosexuality, disability, transgender (transsexuality) or age.

5. Responsibilities

Employers and employees alike have responsibilities under equal opportunity and occupational health and safety laws to maintain a workplace that is free of Harassment. All employees have the right to perform work without being harassed or bullied and to feel safe in the workplace. At the same time, all employees need to maintain acceptable standards of behaviour both at work and off duty (including at third party functions).

5.1 Expectations of employees

- Comply with Hobart Airport's policies and procedures in relation to Harassment
- Treat others fairly, with respect and consideration at all times
- Actively contribute to a workplace culture that discourages harassment by promoting respectful behaviour and addressing any behaviour that could lead to harassment.
- Take a firm stand so that what you say or do does not condone Harassment by others
- Report instances of Harassment
- Offer support to those experiencing victimisation
- Promote the importance of acting against Harassment among colleagues.

5.2 Expectations of Managers

In addition to the expectations of all Employees detailed at 5.1:

- Take immediate action to stop Harassment if you observe it happening
- Ensure staff understand their responsibilities and are made aware of Hobart Airport's policies and procedures around workplace Harassment
- Respond promptly and fairly to any claims of Harassment
- Ensure own behaviour is free of inappropriate behaviours



- Proactively monitor the work environment and interactions to identify and address any potential risks of harassment
- Actively engage in the review of the psycho-social risk register and implementation of identified controls
- Report all/any suspected cases of Harassment.
- Implement preventative measures, such as regular training and awareness programs, to educate staff on harassment and its consequences.

6. What to do if you are harassed?

Reports of Harassment are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, investigation and the initiation of grievance and disciplinary processes. Those responsible for implementing this policy will respect the confidentiality and privacy of individuals reporting or accused of Harassment to the extent reasonably possible.

Please refer to Hobart Airports Internal Grievance Resolution Policy.

Informal action - If you believe you are being harassed, consider taking informal action to resolve the matter directly with the person concerned. Taking early and direct action may resolve the matter to your satisfaction without the need to resort to a formal complaint. Consider taking a colleague with you to be present at the meeting. Make it clear to the person involved what behaviour is inappropriate, explain why and state that you want it to stop.

Formal action – If informal methods of resolution are not appropriate or have been unsuccessful, more formal action can be initiated through Hobart Airport’s Internal Grievance Resolution Procedure. Your complaint will be investigated in a fair and confidential manner.

Harassment will not be tolerated at Hobart Airport. Harassment is a very serious matter and will be investigated in a timely manner in accordance with the Internal Grievance Resolution Procedure. Substantiated claims of Harassment will result in disciplinary action and possible termination of employment.

Documentation – it is critical, whatever action is taken, to document what is taking place and when. This will assist in any investigation of the complaint.

7. Support

Counselling and support services are available. Please refer to the organisation’s Employee Assistance Program (EAP) Policy for more information and detail.

In addition, please see the external complaints organisations listed below.



8. External Complaints Organisations

Organisation	Contact Details
Australian Human Rights Commission	Website: http://www.humanrights.gov.au/ Telephone: 1300 369 711 Facsimile: 02 9284 9611 Postal address: GPO Box 5218, SYDNEY NSW 2001
Fair Work Commission	Telephone: 1300 799 675 For further information and office locations, please see the website: https://www.fwc.gov.au/ .
SafeWork Australia	Website: http://www.safeworkaustralia.gov.au Telephone: 1300 366 322 Postal address: SafeWorkAustralia, GPO Box 641, CANBERRA ACT 2601
Office of the Anti-Discrimination Commission (Tasmania)	Website: www.equalopportunity.tas.gov.au Telephone: 1300 305 062 (within TAS) / 03 6165 7515 (outside TAS) Postal address: GPO Box 197 HOBART TAS 7001
WorkSafe Tasmania	Website: www.worksafe.tas.gov.au Email: wstinfo@justice.tas.gov.au Telephone: 1300 366 322 (within Tasmania) / 03 6166 4600 (outside Tasmania) Postal address: WorkSafe Tasmania, PO Box 56, ROSNY PARK TAS 7018