

Workplace Bullying and Harassment Policy

Globe Group is committed to promoting courtesy, trust and respect ensuring a working environment that is free from workplace bullying and harassment. This organisation finds workplace bullying and harassment unacceptable and will not tolerate it under any circumstances. We all have the right to work within a professional environment that promotes equal employment opportunities and is free from inappropriate behaviour. Workplace bullying, or harassment has a detrimental effect on an organisation and on individuals.

This policy applies to all work-related environments which include but are not limited to:

- Offsite interactions in connection with work, including outside of work hours.
- Work related events, for example conferences and work-related social functions.
- On social media where workers interact with colleagues in which their actions may affect them directly or indirectly

Examples of workplace related bullying and harassment include but are not limited to:

- Insulting, offensive or abusive language or comment including belittling, demeaning or patronising someone, especially in front of someone
- Singling someone out and treating them differently to others
- Setting unreasonably difficult or unachievable tasks/goals

Workplace bullying, or harassment may cause the loss of trained and talented workers, loss of profits, reduced productivity and morale, an unsafe working environment and create legal risks and legal costs for our business. Individuals being bullied or harassed can become stressed, anxious, depressed, physically ill, sleep deprived, withdrawn, aggressive and vengeful or can lose self-confidence and self-esteem.

The Directors aim to eliminate workplace bullying by:

- Providing general training to all workers and management aimed at eliminating workplace bullying or harassment.
- Developing a code of conduct for all workers to understand and sign.
- Informing all workers and clients of this policy and how to make a complaint.
- Regularly reviewing the policy, grievance procedures and training of all workers.

All workers are required to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour of others, to maintain confidentiality when providing information in an investigation and to report any incidence of workplace bullying or harassment. Complaints will be addressed and treated seriously, kept confidential and will be investigated promptly, fairly, and impartially.

Managers and Supervisors must ensure that workers are not bullied or harassed. They are required to personally demonstrate appropriate behaviour, promote the anti-workplace bullying and harassment policy, treat complaints seriously and ensure where a worker makes, or is witness to, a complaint that they are not victimised.

Disciplinary action will be taken against a person or person/s who bully or harass workers or agents of this organisation, or who victimise a person who has made, or is a witness, to a complaint. A client who bullies or harasses may be prohibited to enter these premises.

We ask all personnel for their support and commitment to this policy.



Joey Birch
Director @ Globe Group

Date: 15 August 2023