



## **Anti-Bullying Policy**

Steadfast Roofing is committed to providing and maintaining a safe and healthy work environment for all as everyone has an individual right to dignity at work where they are free from bullying, harassment, and violence.

Workplace bullying is repeated unreasonable behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by a person or persons against another or others in the course of employment that creates a risk to health and safety. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

Under work health and safety laws, workers and other people at our workplace must take reasonable care that they do not adversely affect the health and safety of others.

Personnel are expected to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others, and
- be fair and honest in their dealings with others.

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with clients
- at work-related events, for example at conferences and work-related social functions, and
- on social media where workers interact with colleagues or clients and their actions may affect them either directly or indirectly.

Steadfast Roofing retains the legal right to direct and control how work is done, monitor workflow and provide feedback on performance, however, it is important to differentiate between a person's legitimate authority at work and abuse or bullying. Workers are protected by this policy and if they feel bullied by a supervisor, another worker, client, contractor or member of the public, they are to report the behaviour. Steadfast Roofing will treat reports of workplace bullying seriously and we will respond promptly, impartially and confidentially.

Disciplinary action may be taken against any workplace participant who is found to have engaged in any such behaviour. Depending on the seriousness of the incident this may include termination of employment or contract of engagement.

Michael Lonergan – Director

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