



**Cadden Crowe** is committed to providing all employees and contract workers with a healthy and safe work environment and one free from bullying and violence. Bullying at work is repeated unreasonable behaviour directed towards an employee or a contract worker that creates risk to health and safety. Violence refers to any incident where an employee is physically attacked or threatened.

Examples of bullying behaviour in the workplace include:

- Excluding someone from workplace activities;
- Giving someone the majority of unpleasant tasks;
- Verbal abuse;
- Humiliating someone through sarcasm or insults; or
- Intimidation.

Examples of violent behaviour in the workplace include:

- Striking, kicking, scratching, spitting or any direct contact;
- Throwing objects;
- Attacking with any form of weapon;
- Pushing, shoving, grabbing and tripping; and/or
- Any form of indecent physical contact.

### **Employee & Contract Workers Responsibilities**

**Cadden Crowe** expects employees and contract workers to behave in a professional manner and to treat each other with dignity and respect when they are at work.

Employees and contract workers who experience bullying are encouraged to report it to the Client's on-site Manager and/or Cadden Crowe Representative/Manager.

### **Management Responsibilities**

Management will monitor the workplace environment to ensure prevention, early detection and control any occurrence of workplace bullying or violence. The occurrence of workplace bullying or violence will be regarded as an occupational health and safety incident and reported and managed in accordance with issue resolution procedures. It will be seen as a serious issue and will be investigated in a timely manner. Disciplinary action may result.

**Signed**

**Date**

**Principal, Cadden Crowe Pty Ltd**