

# Capricorn Citizen Advocacy

## WORKING TOGETHER POLICY

<b>Policy number:</b>	<b>6.2.0</b>	<b>Approved by Management Committee:</b>	24 <sup>th</sup> April 2017
<b>Version:</b>	<b>2.0</b>	<b>Signed off by Executive:</b>	24 <sup>th</sup> April 2017
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	24 <sup>th</sup> April 2020

### Purpose

Capricorn Citizen Advocacy values every employee's right to be treated with respect, dignity and courtesy. Employees have the right to come to a work place that is free of harassment and discrimination. Both the employer and the employee have a responsibility to ensure that this happens. This partnership requires everyone to understand the rules to achieve this professional standard of workplace relationships.

### Policy

In practical terms, this professional standard of workplace relationships means:

1. Treating everyone with respect, dignity and courtesy
2. Being sensitive to different points of view
3. Including rather than excluding people due to a perceived lack of fit with the work group
4. Moving from "blame" to problem solving as a way of dealing with mistakes
5. Avoiding stereotyping people into limiting boxes
6. Valuing diversity - the similarities in differences, and the differences in similarities
7. Making decisions based on merit, choosing only because of an ability to do the job
8. Remembering the basic courtesies of "please", "thank you" or "I'm sorry"
9. Acknowledging people's contributions

A professional standard of workplace relationships does not mean acceptance of:

1. Racial graffiti, comments or jokes
2. Sending email with sexual or racial messages
3. Crude jokes, gestures and sexual innuendo
4. Requests for sexual favours, unwanted sexual attention
5. Ridiculing people on return to work programs
6. Touching, leering, invading personal space
7. Yelling and screaming or deliberately ignoring people
8. Malicious rumours
9. Bullying, swearing and physical threats

If employees consider that they aren't being treated fairly and professionally, then:

- Don't sweep it under the carpet. Capricorn Citizen Advocacy values the identification of problems. Any problems brought up in good faith will be supported. It may be the employee's own problem, something that has been observed, or a problem someone else is experiencing. See [5.0.0 Complaints Policy](#) and [6.5.0 Staff Grievance Policy](#).
- Speak Up!! Ask the offender to stop the inappropriate behaviour.
- What will happen next? If the employee isn't able to resolve the issue him/herself, the incident will be investigated in a fair, confidential and timely manner for all parties. The top priority is to get the behaviour stopped. Unacceptable behaviour will lead to disciplinary action that may include dismissal.
- Capricorn Citizen Advocacy believes that everyone deserves a fair go. That way we are able to nurture positive human relationships and have a harmonious and productive workplace. That is good for everyone - and good for this organisation.

## Related Documents

1. [Policy 5.0.0 Complaints Policy](#)
2. [Policy 6.1.0 Positive Workplace Culture Policy](#)
3. [Policy 6.5.0 Staff Grievance Policy](#)

## References

1. [Anti-Discrimination Act 1991 \(Qld\)](#)
2. [Fair Work Act 2009 \(Cth\)](#)

### Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on 24 / 04 / 2017.

SIGNED:

.....  
President

24 / 4 / 17  
.....  
(Date)

SIGNED:

.....  
Secretary

26 / 4 / 17  
.....  
(Date)