

POSITIVE WORKPLACE CULTURE POLICY

Policy number:	6.1.0	Approved by Management Committee:	24 th November 2020
Version:	3.0	Signed off by Executive:	24 th November 2020
Responsible person:	Coordinator	Scheduled Review Date:	24 th November 2023

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 workplace 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 a professional standard in workplace relationships.

Policy

Capricorn Citizen Advocacy is committed to the rights of all people in the program to a workplace and/or service site free from physical, sexual, emotional and verbal abuse, harassment and assault.

1. Positive Workplace Culture

Our workplace interactions, culture and practices shall ensure that:

- Our workplace is free from physical, sexual, emotional and verbal abuse, harassment and physical assaults;
- Our reputation as a fair and conscientious program is maintained and our organisation complies with all relevant legislation;
- All complaints are dealt with honestly, quickly and sensitively.

2. What we will Always Strive to do

- All Management Committee and staff will prevent abuse, harassment and physical assault in daily workings of the program;
- Our practices and audits shall demonstrate that the physical environment is hospitable, safe, comfortable, and appropriate to the program.

3. Anti-Bullying Measures

- Capricorn Citizen Advocacy is committed to providing all employees, Management Committee members, Citizen Advocates, and Protégés with a healthy, safe work environment.
- Capricorn Citizen Advocacy is committed to the elimination of all forms of bullying.
- Capricorn Citizen Advocacy has a policy to allow complaints of bullying to be dealt with; [5.0.0 Complaints Policy](#) and [6.5.0 Staff Grievance Policy](#). These allow complaints to be resolved within Capricorn Citizen Advocacy, however, without limiting any entitlement for persons to pursue resolution of their complaint with the relevant statutory authority.
- These policies apply to all employees of Capricorn Citizen Advocacy and to all Management Committee members, Citizen Advocates, and Protégés. It applies during normal working hours, at work related or sponsored functions, and while travelling on work related business.
- The procedures may be used by any Capricorn Citizen Advocacy employee or Management Committee member who believes they have been bullied or who believes they have witnessed bullying behaviour.
- There will be no recrimination for anyone who in good faith alleges bullying and applies the procedures contained in this policy.

4. Anti-Discrimination and Harassment Measures

- Capricorn Citizen Advocacy supports the principles of anti-discrimination as set out in the Commonwealth and Queensland State legislation.
- The intention of Capricorn Citizen Advocacy is to respect and value the diversity of the community. In the Association, all efforts will be made to prevent and eliminate discrimination on the basis of race, colour, gender, sexual preference, age, disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
- Sexual harassment, verbal and physical harassment and bullying will not be tolerated in the Association.
- The Management Committee of Capricorn Citizen Advocacy will ensure that efforts will be taken to encourage suitably qualified people from groups who have been disadvantaged in the past in gaining employment to apply for positions. The Committee will help them overcome any structural obstacles to employment and will ensure that all employees have fair and equal access to benefits and opportunities within the workplace.

- Complaints about discrimination or harassment in appointment and employment should be directed to the President of the Management Committee (or another Executive member in case of conflict of interest or unavailability). See [5.0.0 Complaints Policy](#) and [6.5.0 Staff Grievance Policy](#).

Related Documents

1. 1.0.0 *Vision, Mission and Principles*
2. 5.0.0 *Complaints Policy*
3. 5.0.1.0 *Complaints Procedure*
4. 5.0.1.1 *Complaint Record Form*
5. 6.2.0 *Working Together Policy*
6. 6.5.0 *Staff Grievance Policy*
7. 6.5.1 *Staff Grievance Procedure*
8. 6.5.1.1 *Staff Grievance Form*

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 / 11 / 2020.

SIGNED:


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President

24 / 11 / 2020
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(Date)

SIGNED:


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Secretary

24 / 11 / 2020
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(Date)

