Associated Cleaning

Equal Employment Opportunity and Discrimination Policy

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The objective of Associated Cleaning Services' Equal Opportunity Policy is to improve business success by:

- Attracting and retaining the best possible Employees
- Providing a safe and respectful work environment
- Delivering our services in a safe and respectful way

Associated Cleaning Services provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

- Sex, age, race, gender identity or sexuality
- Relationship status
- Pregnancy, breastfeeding, family responsibilities or parental status
- Impairment
- Religious belief or activity
- Political belief or activity
- Trade union activity

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Queensland law.

Indirect Discrimination occurs when a rule seems neutral but has a discriminatory impact on certain people. For example, a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Associated Cleaning Services is committed to providing a workplace free from discrimination. Behaviour that constitutes discrimination will not be tolerated and will lead to action being taken, which may include dismissal.

Harassment and Bullying Policy

This policy applies to all Employees and Contractors and covers all work-related functions and activities including external training courses sponsored by Associated Cleaning Services.
Associated Cleaning Services is committed to providing a workplace free from harassment and bullying. Behaviour that constitutes harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated. A reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an Employee, or group of Employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Any Employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager. Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Complaints Process

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure:

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident/s.

2. If the unwelcome behaviour continues, contact your direct Manager for support. Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

3. If investigation is not requested (and the Manager is satisfied that the conduct complained is not in breach of Associated Cleaning Services policies) then the Manager will cease further investigations and file any notes securely.

4. Where further investigation is warranted, the Manager is to promptly investigate the complaint. Confidentiality is to be maintained. Interviews with the complainant, alleged harasser and witnesses are to be documented.

5. The Manager will decide on appropriate action based on investigation and evidence collected.

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

1. Disciplinary action to be taken against the perpetrator (warning or dismissal)
2. Additional training for the perpetrator or all staff, as appropriate
3. Counselling for the complainant
4. An apology (the particulars of such an apology to be agreed between all involved)

I _____ have read and understood this policy and agree to the terms and conditions.

Name	Signature	Date

Version history		
Version Number Identifier	**Date of Issue**	**Approved By**
Initial policy write	05/05/2020	General Manager
Revision 1, incorporation of sign off	07/05/2020	General Manager
Change logo	11/01/2024	General Manager