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Workplace Discrimination,
Harassment and Bullying Policy

INSITUTEK

Workplace Discrimination, Harassment and Bullying Policy

Insitutek is committed to providing a safe, flexible and respectful environment for our staff free from all forms of discrimination, bullying and sexual harassment.

This policy aims to ensure all members of the Insitutek team treat others with dignity, courtesy and respect.

Insitutek provides these procedures by which all staff can have any complaint or concerns about discrimination, harassment or bullying addressed.

All staff have a right to use the procedures in this policy if they believe they have experienced discrimination, harassment or bullying that can be dealt with under these procedures.

Policy details

- all staff, including full-time, part-time or casual, temporary or permanent staff
- Contractors and subcontractors
- how Insitutek provides services to clients and how it interacts with other members of the public
- all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; hours; leave arrangements; workload; equipment and transport
- on-site, off-site or after-hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Insitutek duties
- staff treatment of other staff, of clients, community, and of other members of the public encountered during their Insitutek duties.

Staff Rights and Responsibilities

All staff are entitled to:

- work free from discrimination, bullying and harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, domestic and/or family violence, disability, religious beliefs or culture
- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- Access to quiet and private spaces across workplaces. These spaces are intended to support breastfeeding mothers, those who need quiet time for prayer

or reflection, and those who just want some down time. When spaces are not already available, Insitutek will work with the team member to find a suitable, convenient and appropriate space.

All staff must:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience discrimination, bullying or harassment, including providing information about how to make a complaint
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with dignity, courtesy and respect
- model appropriate standards of behaviour
- take steps to educate themselves and others to enhance awareness
- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- help other staff resolve complaints informally
- refer formal complaints about breaches of this policy to the appropriate complaint handling authority for investigation
- ensure staff who raise an issue or make a complaint are not victimised
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- seriously consider requests for flexible work arrangements

Unacceptable Workplace Conduct

Discrimination, bullying and sexual harassment are unacceptable at Insitutek and are unlawful under the following legislation:

- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986

Contact

If you have any questions regarding this document, please contact Belle via email at isabella.panganiban@insitutek.com. We would love to hear your feedback on our policies with any suggestions on clarity or additional information.

Review

This policy was last updated and reviewed on 15 November 2021.
This policy was adopted by Insitutek Pty Ltd in August 2020.

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Contact Us

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