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EEO, Bullying, Harassment and Discrimination Policy

1 Scope

This policy applies to all employees/workers (including Board Members and apprentices) of Electrotechnology Training Institute Limited (ETI) and ECA Legal Pty Ltd. It also applies to our Host Employers, Customers and Contractors.

2 Purpose

Employees/workers and managers are expected to treat each other with respect and courtesy, not engage in bullying, discriminatory or intimidating behaviour or condone it by silently being a witness to these behaviours. ETI is an equal opportunity employer (EEO) and is committed to promoting and practicing the principles of EEO and valuing diversity in the workplace.

Bullying, harassment and discrimination will not be tolerated under any circumstances and is unlawful under State and Federal Occupational Health and Safety, Equal Opportunity, Anti-Discrimination legislation and employment legislation.

The implementation of this policy means that ETI:

- Ensures compliance to State and Federal legislation.
- Promotes an environment free from all forms of bullying and harassment.
- Promotes a fair and equitable work environment free of discrimination.
- Treats any report of bullying, harassment, or discrimination seriously and investigates promptly and impartially.
- Involves and trains employees/workers and managers to educate them about this policy.
- Provides equal employment opportunity to all prospective and current employees/workers.
- Encourages social and cultural diversity; and
- Holds management at all levels accountable for the successful implementation of this policy.

3 When does this policy apply?

This policy applies within or outside the workplace, either at ETI operated premises or other premises where employees/workers are acting as a representative of ETI. This policy also applies at work related functions including, but not limited, to Christmas parties, meetings and member events.


4 Responsibilities

Employees/workers have a responsibility to:

- Ensure their behaviour does not breach this policy.
- Offer support to employees/workers who may be experiencing bullying, harassment, or discrimination in the workplace, including providing information about how to make a complaint.
- Report instances of behaviour which may be in breach of this policy.
- Avoid gossip and respect the confidentiality of grievance resolution procedures.

Managers and Supervisors have a responsibility to:

- Model appropriate standards of behaviour in the workplace.
- Monitor the workplace for inappropriate behaviour.
- Ensure employees/workers are educated and made aware of their obligations under this policy.

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- Act quickly when they become aware of inappropriate behaviour.
- Act fairly to resolve issues and enforce appropriate standards of behaviour in the workplace.
- Assist employees/workers to resolve issues, including referring formal complaints to HR for investigation.
- Ensure employees/workers who make a complaint are not victimised.

5 Equal Employment Opportunity (EEO)

Equal Employment Opportunity is about:

- Selecting and assessing employees/workers on the basis skills, qualifications abilities and experience.
- Recognition and respect for the social and cultural backgrounds of all employees/workers and customers.
- Having employment practices which promote fairness, equity, diversity, and respect.
- Recruiting employees without bias towards gender, age or stage of their lives. This includes pay increases and internal promotions.

Equity is treating people fairly and equally without discrimination and on the basis of merit.

Diversity in the workplace is the inclusion of people with any of the characteristics or attributes listed under Discrimination and other factors such as differences in education, life experience, work experience and socio-economic backgrounds.

6 Discrimination


There are two (2) types of discrimination in the workplace, direct and indirect.

Direct discrimination occurs when someone is treated less favourably than another in the same or similar circumstances because of a personal characteristic or attribute protected by the law such as:

- A disability or impairment (either physical or mental)
- Race
- Age
- Sex
- Religion
- Political conviction
- Pregnancy and breastfeeding
- Sexual orientation
- Gender Identity
- Carer's or family responsibilities
- Marital status
- Union membership, non-union membership, or participation in union activities outside work hours (or during working hours with the consent of the employer)

Indirect discrimination occurs when there is an unreasonable rule or policy that is the same for everyone but has an unfair effect on people who share a particular attribute as listed above. For example, implementing a policy requiring all managers to work full time, as this may disadvantage managers who have caring or family responsibilities.

7 Bullying

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Bullying in the workplace is defined as:

- where an individual or group of individuals repeatedly behaves unreasonably towards an employee/worker or a group of employees/workers at work; and
- the behaviour creates a risk to health and safety.

Examples of bullying behaviour may involve, but is not limited to, any of the following:

- aggressive or intimidating conduct
- belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or 'initiation ceremonies'
- exclusion from work-related events
- unreasonable work demands.
- deliberately withholding information or equipment that an employee/worker needs to do their job
- deliberately calling someone the incorrect name

Reasonable management action conducted in a reasonable manner is not considered workplace bullying.

8 Harassment

Harassment in the workplace is defined as:

- Any unwelcome behaviour that offends, humiliates, or intimidates another person based on protected attributes covered by law including, but not limited to, race, disability, age, sex, marital status and pregnancy. Harassment can be verbal, written, or physical and unlike bullying, this behaviour does not need to be repeated to be considered harassment.

Harassing behaviour may involve, but is not limited to, any of the following:


- Violent or threatening physical or verbal outbursts or abuse.
- Offensive gestures and "wolf whistling".
- Jokes or cartoons about someone's appearance.
- Asking intrusive questions about someone's personal life, including his or her sex life.
- Making derogatory comments or taunts about someone's race.
- Telling insulting jokes about racial groups.
- Making derogatory comments about someone's disability.
- Pornographic or homophobic imagery or screen savers in the workplace.
- Obscene telephone calls.

9 Victimization

Victimization occurs when an employee/worker is treated unfairly or less favourably because they have made a complaint, intend to make a complaint, or have helped someone else make a complaint. Victimization also occurs when someone, such as a witness in an investigation, is threatened or treated unfairly.

Employees/workers who have made a complaint in regard to bullying, harassment or discrimination, or who act as a witness in an investigation will not be disadvantaged, treated unfairly or discriminated against.

10 Complaints

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ETI encourages employees/workers to report instances of workplace bullying, harassment or discrimination, and complaints will be dealt with in accordance with the Grievance Resolution Procedure.



Complaints which are found to be vexatious, frivolous, or based on facts which the complainant ought to have reasonably believed to be untrue will not be tolerated. Employees/workers who make such claims may be subject to disciplinary action in accordance with the Counselling and Disciplinary Procedure.

11 Breaches of this policy

A breach of this policy may result in disciplinary action, up to and including termination of employment, in accordance with the Counselling and Disciplinary Procedure.

Reference Documents:

- [ETI Code of Conduct](#)
- [ETI Counselling and Disciplinary Procedure](#)
- [ETI Grievance and Issue Resolution Procedure](#)
- [ETI Diversity Policy](#)

Reviewed by:	Leone Gatt	Signature:	
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Date Approved:	March 2025	Review Date:	April 2026