

ANTI-BULLYING POLICY

Assess Orr Pty Ltd (Assess Orr) believes all workers should work in an environment free from bullying. Workplace bullying is defined as repeated, unreasonable behaviour directed towards a worker or a group of workers, that creates a risk to health and/or safety.

Behaviour that may be considered to be workplace bullying include (but not limited to):

- Abusive, insulting or offensive language or comments
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Withholding information that is vital for effective work performance
- Setting unreasonable timelines or constantly changing deadlines
- Setting tasks that are unreasonably below or beyond a person's skill level
- Spreading misinformation or malicious rumours

Workplace bullying can present a risk to the health and safety of employees and **will not** be tolerated. All Assess Orr employees have a responsibility to ensure they do not engage in this behaviour and to ensure their co-workers are not exposed to bullying.

Assess Orr has established control measures to constrain workplace bullying. All reports will be treated seriously and dealt with promptly, confidentially and impartially. We encourage all employees to take action to manage workplace bullying and to report workplace bullying in line with this policy.

Consequences for not adhering to this policy may result in disciplinary action, including a first and final warning, counselling or dismissal depending on the circumstances.



Mark Orr
(Managing Director)

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