



PACM

Parakeelya Architecture +
Construction Management

Harassment, Bullying & Anti-Discrimination Policy

PACM are committed to providing a workplace free from all forms of discrimination and harassment, including bullying. We will provide equal opportunity for all employees (permanent and casual), consultants, sub-contractors and suppliers. Discrimination and Harassment is unacceptable and is unlawful pursuant to State and Federal legislation.

PACM have a responsibility to provide a working environment free from discrimination, harassment and bullying and to ensure all complaints are treated confidentially, seriously, and sympathetically. To this end, we have developed an internal complaint resolution process to assist staff and contractors to raise issues of concern. Disciplinary action may be taken against anyone found to have breached this policy or counselling where appropriate.

No person will be penalised or disadvantaged because of raising concerns or complaints relating to discrimination or harassment.

PACM is committed to achieving the above through the following measures:

- Providing clear guidelines and procedures to employees, subcontractors and visitors regarding harassment, bullying and anti-discrimination;
- Ensuring effective systems and programs are implemented for reporting and investigating matters relating to harassment, bullying and discrimination;
- Ensuring reports and complaints of harassment, bullying or discrimination are treated seriously, and investigated promptly;
- Ensuring any person raising concerns and witnesses are not victimised due to making a claim relating to harassment, bullying or discrimination;
- Encouraging employees to behave appropriately towards the public, colleagues, visitors and clients;
- Encouraging employees to call out inappropriate behaviour and report any ongoing behaviour that does not stop when requested; and
- Ensuring strict confidentiality of all information obtained.

This policy is communicated throughout our organisation and is available to the public.

All personnel are responsible for behaving appropriately and respectfully to others and are always expected to adhere to and remain committed to this policy when working on our behalf.

This policy will be reviewed annually.

PACM Director: David Cann

PACM Director: Ian Sandell

Issue Date June 2020

Approved By: Ian Sandell	Approved Date:6/06/2020	Review Period (m):12
IMS-PO-601	Version: A	Page 1 of 1