

Document Title:	Anti-Bullying Policy
Department:	Human Resources
Approved by:	Chief Executive Officer

Documents No.	990616	Type: P
Revision:	B	
Issue date:	17/09/2020	

PURPOSE

To define Company Policy and Procedure in respect to Bullying within the workplace.

INTRODUCTION

Ainsworth Game Technology (AGT) is committed to preventing bullying and providing an environment where all staff can work, which is safe, fair and in which everybody is respected and treated fairly. Inappropriate behaviour will not be tolerated by the Company.

WHAT IS BULLYING?

Bullying (as defined by WorkCover NSW) is repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Bullying can occur wherever people work together. Repeated unreasonable behaviour can be direct or indirect. Examples of direct forms of bullying include but are not limited to:

- verbal abuse (includes swearing, unnecessary yelling)
- putting someone down (condescending)
- spreading rumours or innuendo about someone
- interfering with someone's personal property or work equipment

Single incidents may have the potential to escalate into bullying and should not be ignored. Examples of indirect bullying include:

- unjustified criticism or complaint
- deliberately excluding someone from workplace activities
- deliberately denying access to information or other resources
- withholding information that is vital for effective work performance
- setting tasks that are unreasonably above or below a worker's ability
- deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers
- setting timelines that are difficult to achieve
- excessive scrutiny at work

Bullying may also arise through a breach of AGT's Code of Conduct.

Refer:- ■ *Code of Conduct* *Document #990022*

WHAT IS NOT BULLYING?

Reasonable management actions carried out in a fair way are not bullying. Some examples include:

- setting performance goals, standards and deadlines
- allocating work to a worker
- rostering and allocating working hours
- transferring a worker

- deciding not to select a worker for promotion
- informing a worker about unsatisfactory work performance
- informing a worker about inappropriate behaviour
- implementing organizational changes
- performance management process
- constructive feedback
- downsizing

SCOPE OF THE POLICY

All staff have a responsibility to contribute to the achievement of a productive, ethical, safe and fair work environment. This responsibility extends to:

- Staff - including ongoing, contract or casual
- Sub-contractors
- Visitors to AGT
- Individuals external to AGT that staff interact with as part of their work.

All staff have a responsibility to treat each other fairly and with respect. Managers, supervisors and staff have a role to play in implementing a bully free workplace.

Managers and supervisors must ensure that they do not bully staff, clients or visitors when performing their jobs. If they observe discrimination or harassment happening, they should take appropriate steps to stop it. Individual staff must also ensure that they do not bully other staff, clients or visitors.

WHAT HAPPENS IF YOU FEEL THAT YOU HAVE BEEN BULLIED?

If you feel that you have been bullied you should:

- Talk to your manager/supervisor or Human Resources; he/she will tell you what your options are; or
- Use the company's Workplace Grievance Procedure to make a formal complaint.

Refer:- ▪ *Workplace Grievance Procedure* Document #990025

Use the company's Whistleblower Complaint portal to make a formal complaint (anonymously or identified). <https://secure.ethicspoint.com/domain/media/en/gui/69716/index.html>

Refer:- ▪ *Whistleblower Policy* Document #990043

Any complaint will be addressed seriously, sympathetically, impartially and without victimization of those involved. Confidentiality will be respected at all times and resolved promptly.

It is important that you come forward with any complaint you may have. This will ensure that your rights are protected and that other employees are also not subjected to the same bullying treatment.

FURTHER INFORMATION ABOUT BULLYING

For further information about bullying or related issues, please contact:

- Your manager
- Human Resources Department

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AMENDMENTS / CHANGE HISTORY

Rev	Date	Description of Changes	Reviewed by	Approved by
A	19/04/12	/ Develop Bullying Policy	T.McNee/WHS Rep	M.Ludski
B	17/09/20	/ Re-formatted document	A.Pompey	T.McNee/CEO
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