

# **DISCRIMINATION, SEXUAL HARASSMENT & BULLYING POLICY**

*OGT is committed to exercise its moral and legal obligation to make certain that sexual harassment and bullying of any kind does not occur in the workplace and expect that as the host employer your business applies this policy.*

*At no time are there to be any suggestions, comments, remarks, actions or physical contact that offends, belittles or demeans any person in any way. Sexual harassment and Bullying may be passive or active, indirect or direct, physical or psychological and is not to be permitted in the workplace.*

*Any person who feels they are being mistreated, bullied, harassed and/or sexually harassed should either:*

- a) Directly inform the alleged offender, in the presence of a witness to seek a solution, or*
- b) Discuss the matter with your Apprentice Manager, Supervisor, Host Employer, or the OGT Managing Director.*

***All complaints will be taken seriously and handled promptly, confidently and impartially!***

*Always treat all fellow employees as competent professionals*

- NO touching of any kind-except normal handshakes*
- NO actions, comments, suggestions, remarks or physical contact which belittles or demeans any person*
- NO racist jokes*
- NO ethnic or racist putdowns*
- NO gender related jokes or putdowns*
- NO sexual comments, invitations or suggestions of any kind*
- NO jokes of a sexual or double meaning nature, or jokes relating to sexual preference*
- NO jokes or putdowns about people physically or mentally impaired*
- NO use of the internet, mobile phones or other devices to send or post text or images intended to hurt or embarrass*
- NO display of nude, semi-nude or pornographic photographs, calendars or posters*

*We believe all of our staff have the right to work in an environment free from discrimination, bullying, harassment, or sexual harassment as it is bad for business and team moral and may result in low productivity and high absenteeism.*

