

South Bank Corporation Procedure

Corporate Services

SUBJECT: Workplace Harassment Procedure
DATE CREATED: January 2009
REVIEW DATE: January 2010

Purpose

Process for managing Workplace Harassment claims.

Procedure

The General Manager Corporate Services & Co-ordinator, Human Resources have been identified as the contacts for South Bank Corporation employees in the event they experience or witness workplace harassment. The following process is to be undertaken for all claims of harassment identified:

Claims process

- All employees who request to discuss a claim of workplace harassment are to be met with by the General Manager, Corporate Services or Co-ordinator, Human Resources if requested;
- All matters to be discussed are private and will only be discussed with others as a matter of investigation;
- A meeting is to be held with the General Manager, Corporate Services or Co-ordinator, Human Resources in a meeting room which is private;
- All information given by the complainant of workplace harassment is to be documented as a statement by the General Manager, Corporate Services or Co-ordinator, Human Resources
- The complainant is to be offered and reminded of access available to counseling through the Employee Assistance Program;
- All claims of workplace harassment must be investigated;
- Claims of workplace harassment are to be investigated by the General Manager Corporate Services, or delegate of the general manager.
- The General Manager Corporate Services is to be advised that a complaint has been made and that further investigation is to be undertaken. This information is to remain confidential.

Investigation Process

- The General Manager Corporate Services or delegate is to advise the employee making the complaint of the process that needs to be followed;
- An initial meeting is to be held with the employee and the General Manager, Corporate Services or delegate to establish the complaint;
- A file note is to be made by the General Manager Corporate Services or delegate of the discussion had with the employee;
- If a delegate has been used to conduct the investigation, they then provide the General Manager Corporate Services with the information given by the employee;

At all times the information provided is to remain confidential and only discussed as part of the investigation process. Records are to be kept of all claims of workplace harassment and these are to be located in a secure

electronic file and filing cabinet.

No person is to be victimized as part of this process this includes the complainant, witnesses and the identified person. During all interviews the person whom is providing the statement is to be permitted a support person. A support person must not interject or add to the persons statement however is encouraged to provide emotional support for the person making the statement.

If an external investigator is requested this person is to be appointed by South Bank Corporation.