

## Attachment 1

### Examples of Harassment, Bullying, Discrimination and Victimisation

#### Examples of Bullying

A broad range of repeated behaviours may constitute either direct or indirect bullying, including, but not limited to:

- i. physical or verbal abuse towards a person or group of people;
- ii. yelling, screaming or offensive language;
- iii. spreading rumour or innuendo about someone;
- iv. excluding or isolating staff;
- v. intimidation;
- vi. assigning meaningless tasks unrelated to the job;
- vii. giving staff tasks that are impossible to complete;
- viii. unjustified criticism or complaints;
- ix. deliberately excluding someone from workplace activities;
- x. psychological harassment;
- xi. undermining work performance by deliberately withholding information that is vital for effective work performance;
- xii. setting tasks that are unreasonably outside or unrelated to an employee's job;
- xiii. deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular employee;
- xiv. setting timelines that are very difficult to achieve.

#### Examples of Harassment

Behaviour which may constitute harassment may include, but is not limited to:

- i. verbal abuse or comments that put down or stereotype people;
- ii. telling derogatory or demeaning jokes intended to offend on the basis of stereotyped characteristics;
- iii. displaying or sending offensive or pornographic information such as posters, letters, e-mails, faxes, screen savers, websites or books;
- iv. making offensive telephone, electronic mail, or other electronic communications;
- v. personal insults, comments, taunting, name calling or innuendo;
- vi. asking persistent or intrusive questions or making comments about an individual's personal life, including their sex life;
- vii. unwelcome invitations especially after prior refusal;

- viii. non-verbal sexual or sexist behaviour such as whistling, staring and leering;
- ix. unwelcome sexual or physical contact such as embracing, kissing or touching;
- x. making promises, propositions or threats in return for favours, including those of a sexual nature;
- xi. engaging in behaviour which is embarrassing, humiliating or intimidating;
- xii. making derogatory remarks about someone's race, religion and customs; and
- xiii. deliberately isolating or ignoring others.

### **Examples of Discrimination**

Depending on the circumstances, workplace discrimination (including unlawful discrimination) may include but is not limited to these areas:

- i. recruiting and selecting staff;
- ii. terms, conditions and benefits offered as part of employment;
- iii. who receives training and what sort of training is offered;
- iv. who is considered and selected for transfer, promotion, retrenchment or dismissal.

### **Examples of Victimisation**

Persons may be subjected to victimisation on the basis that they:

- i. intend to make or do make a complaint;
- ii. intend to provide or do provide information as a witness; or
- iii. support a person who is a potential or actual complainant or witness.