



ROYAL

FACILITIES AUSTRALIA

CENTRALEC
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ANTI-DISCRIMINATION, BULLYING, AND HARASSMENT POLICY

PURPOSE

Royal Facilities is committed to providing a workplace free from discrimination, bullying, and harassment. This policy aims to ensure that all employees, contractors, and stakeholders are treated with respect and dignity and work in an environment that is inclusive and supportive.

SCOPE

This policy applies to all employees, contractors, subcontractors, trainees, students, volunteers, and any individuals working on behalf of Royal Facilities. It covers behaviour in the workplace, at work-related events, and in interactions through digital communication and social media.

DEFINITIONS

Discrimination: Unlawful treatment of a person based on personal characteristics such as race, sex, age, disability, sexual orientation, religion, or any other characteristic protected by law.

Harassment: Unwanted behavior that humiliates, offends, or intimidates a person, based on a personal characteristic protected by law.

Bullying: Repeated, unreasonable behavior directed towards an individual or group that creates a risk to health and safety.

Victimisation: Subjecting someone to a detriment because they have made or supported a complaint of discrimination or harassment.

RESPONSIBILITIES

Management: Ensure the workplace is free from discrimination, harassment, and bullying. Respond promptly and effectively to any complaints.

Employees: Treat all colleagues and stakeholders with respect and report any behavior that breaches this policy.

Human Resources: Provide training, handle complaints confidentially, and ensure compliance with this policy.

REPORTING & COMPLAINTS

Employees who experience or witness discrimination, bullying, or harassment are encouraged to report the incident to their manager or the HR department. All complaints will be handled promptly, fairly, and confidentially.

RESPONSE TO COMPLAINTS

Upon receiving a complaint, Royal Facilities will:

- Conduct a thorough and impartial investigation.
- Take appropriate disciplinary action if the complaint is substantiated.
- Provide support to affected individuals.

COMPLIANCE & MONITORING

Royal Facilities will regularly review and update this policy to ensure its effectiveness and compliance with relevant laws. Training and awareness programs will be conducted to promote a respectful and inclusive workplace culture.

RELATED POLICIES

This policy should be read in conjunction with other relevant policies, including the following:

- CORE VALUES POLICY.pdf
- HUMAN RIGHTS POLICY.pdf
- WHISTLEBLOWING POLICY.pdf
- MODERN SLAVERY POLICY.pdf

CONTACT INFORMATION

For questions or further information, please contact the HR department at HR@RoyalFacilities.com.au (03) 9110 3034

Approved by

A handwritten signature in black ink, appearing to read 'Sofia Pintaudi', with a small heart-like flourish at the end of the signature.

Sofia Pintaudi
Chief Executive Officer
Royal Facilities

Updated 20/01/2024

