

## Workplace Violence, Aggression and Bullying Policy

Final Trim Operators Pty Ltd is committed to providing a work environment free from violence, aggression and bullying.

Workplace violence and aggression are defined as actions or incidents that may physically or psychologically harm another person and are present in situations where workers and other people are threatened, attacked or physically assaulted at work. Bullying at work can be defined as repeated unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety.

Violence, aggression and bullying are serious occupational safety and health issues in Western Australia and are considered unlawful under Australian Legislation. Bullying incidents may include aggression and escalate into violence. Similarly, repeated violence and aggression towards other employees is often associated with bullying.

Final Trim Operators Pty Ltd applies a preventative approach towards violence and aggression in the workplace and has established a systematic response to all violence and aggression occurrences.

In order to facilitate preventative measures towards violence, aggression and bullying, Final Trim Operators Pty commits to provide consultation with all workers, supervisors and managers, respond to and investigate all hazards identified and provide procedural information based training. All actions taken will be regularly monitored to maintain their effectiveness in adherence with all legal obligations and other requirements.

Final Trim Operators Pty Ltd encourages all employees to report workplace violence, aggression and bullying and ensures all employees who make complaints, or acts as a witness of an event, are not victimised. Disciplinary action will be taken against any person who acts in a violent, aggressive, threatening or bullying manner towards any employee or stakeholder of Final Trim Operators Pty Ltd. Such acts will initiate an investigation which may result in a warning notice, transfer, counselling or dismissal.

Thomas Dunne,  
Managing Director



Date: 17<sup>th</sup> January, 2018