

Schedule 1 – Unacceptable Workplace Behaviour

This schedule provides some non-exhaustive examples of sexual harassment, discrimination, behaviours that (if repeated) may constitute bullying and other forms of unacceptable workplace behaviour under the Workplace Behaviour Policy. It may be updated by the Chief People Officer from time to time.

Type of Workplace Behaviour	Examples
Discrimination	<ul style="list-style-type: none"> • Calling another employee nicknames that are racially offensive or related to their sexuality • Telling or distributing via email jokes about persons with disabilities • Deliberately calling a transgender employee who has adopted a new name by the name they used to be known as • Refusing to employ or promote a woman because she has just announced she is pregnant or might become pregnant • Advertising a job which seeks applicants of a specific age, sex or ethnicity (but exemptions may be permitted with strict conditions) • Refusing an employee’s application to go on a training session because they have a particular religious or ethnic background
Sexual Harassment	<ul style="list-style-type: none"> • Innuendo • Teasing and ‘pranks’ of a sexual nature (such as giving sexually suggestive Kris Kringle presents) • Uninvited touching, hugging or kissing • Lewd jokes or comments • Making sexual gestures, staring or leering • Unwanted invitations requesting sex • Repeatedly asking someone out on a date when they have indicated they are not interested • Engaging in sexually explicit conversation • Refusing a promotion or good grade unless sexual favours are performed • Watching porn in front of a colleague • Emails, SMS messages or communication via social media sent to another employee or student involving jokes or any other material containing sexual or other inappropriate references • Intrusive questions about someone’s private life or body • Sexual assault, indecent exposure, stalking, obscene communications
Bullying	<ul style="list-style-type: none"> • Setting of unachievable objectives and timescales • Frequently “changing the goal posts” without a valid reason • Public “dressing downs” whether justified or not • Continual nit-picking about minor issues • Asking individuals loaded questions about themselves • Making derogatory statements about an individual • Calling individuals by offensive names • Teasing or making someone the brunt of pranks or practical jokes

	<ul style="list-style-type: none"> • Verbal abuse or belittling comments • Physical abuse • Ignoring or isolating individuals
Victimisation	<ul style="list-style-type: none"> • Changing the roster of an employee to anti-social hours because they have lodged a complaint under this policy • Refusing to allow someone to go on a training course because they gave evidence in a conduct investigation initiated for a breach of this policy • Giving a student a poor mark because the student complained about you via the student complaints process
Other forms of inappropriate workplace behaviour	<ul style="list-style-type: none"> • Hitting or bumping someone • Making offensive, humiliating or intimidating remarks on social media about other members of staff • Deliberately sharing or providing access to confidential documents or information concerning others • Spitting at someone • Communicating in a rude, hostile and/or aggressive manner • Taking a person's property without their consent • Secretly recording conversations without the other party's consent • Misusing your seniority or position of power to commence an intimate relationship with a person who is subject to your influence