

Anti-Bullying Policy

1. Purpose

Coffee on Cue Pty Ltd is committed to providing a supportive and respectful work environment free from bullying. This policy outlines our approach to preventing workplace bullying and the steps to be taken if bullying occurs.

2. Policy Statement

Coffee on Cue does not tolerate any form of bullying in the workplace. We are committed to treating all employees with dignity, respect, and fairness. The company recognizes the right of every employee to work in an environment free from bullying and harassment. We are dedicated to promoting good professional relationships and a positive workplace culture.

3. Scope

This policy applies to all employees, contractors, volunteers, and anyone who has a business relationship with Coffee on Cue Pty Ltd, including visitors and customers.

4. Definition of Bullying

Workplace bullying is defined as repeated, unreasonable behavior directed towards an employee or group of employees that creates a risk to health and safety. Unreasonable behavior includes victimizing, humiliating, intimidating, or threatening a person. Bullying behavior can be obvious and direct or subtle and indirect.

5. Examples of Bullying Behavior

- Verbal abuse or shouting.
- Persistent or unjustified criticisms.
- Practical jokes or initiation rites.
- Being left out of work-related activities deliberately.
- Unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level.
- Displaying offensive material.
- Pressure to behave in an inappropriate manner.

6. Reporting Procedures

- Employees should report bullying incidents to their immediate supervisor or the Human Resources (HR) department. If the immediate supervisor is the alleged bully, the employee should report to the next higher level of management or HR.
- Reports can be made verbally or in writing. Coffee on Cue encourages an open environment where employees feel comfortable discussing these issues.

7. Investigation

- All reported incidents will be investigated promptly, fairly, and confidentially. The investigation process will respect the rights of all parties involved.
- Necessary actions will be taken to address findings of bullying, which may involve disciplinary actions up to and including termination of employment.

8. Support for Employees

- Coffee on Cue will provide support to all parties involved in a bullying claim, including access to counseling services if required.
- We will provide training to all employees to recognize, prevent, and deal with workplace bullying.

9. Disciplinary Action

- Employees found to have bullied others will face disciplinary action, which may include counseling, warnings, or dismissal depending on the severity of the case.

10. Prevention

- Coffee on Cue will regularly review this policy and provide information and training on bullying prevention as part of our commitment to a safe and healthy work environment.

11. Policy Review

- This policy will be reviewed annually to ensure it remains effective and relevant. Suggestions for improvements are welcome and should be directed to HR.