



VIVID

Workplace Behaviour (Easy English) Policy



Step 1: What does “Workplace behaviour” mean?

The way in which one acts or conducts oneself, especially towards others, in the workplace.



Step 2: What should we do to avoid bad behaviour?

- Discrimination
- Sexual Harassment
- Bullying



What is Discrimination?

Discrimination is when a person or group of people is treated less favourably than another person or group of people because, for example, (he, she or they) have a different skin colour, or because (he, she or they) have a disability.



- Unacceptable discrimination includes discrimination on:
 - race
 - age



Easy English

Approved by: Chief Executive Officer

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- religion
- political beliefs
- physical features
- disability, illness or injury
- sexual preferences or legal sexual activity

What is sexual harassment?

When someone makes another person do sexual things, when they don't want to. Sexual harassment or sexual assault can involve any physical, visual, verbal or non-verbal actions.



Example: deliberate and unnecessary physical contact, such as patting, pinching or attempts at kissing.

OKAY TOUCH

- ✓ Helping touch
- ✓ Supporting touch
- ✓ Loving touch
- ✓ Wanted touch



What is bullying?

Is repeated, health-harming mistreatment of one or more persons by one or more persons.

It can include abusive conduct that is threatening, humiliating, or intimidating.



Step 3: What can I do if I believe I am being subjected to unacceptable behaviour?

You can tell to these people at Vivid:

- Team Leader
- Program Manager
- Service Manager
- CEO



Or submit a Compliments and Complaints Form and send it to the CEO.

Remember:

- We are all required to treat each other with respect.
- You must treat your family, friends, colleagues, as you want them to treat you.