



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 these people at Vivid:

- Stream Guides
- Business Manager - Loddon
- 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.

#### Version Control

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