



Workplace Bullying Policy

This Workplace Bullying Policy applies to all Employees of the business.

The objective of the policy is to establish a safe, respectful, and supportive working environment for all employees.

The requirement is for all staff to comply with the Workplace Bullying Policy.

Procedures (not required)



Purpose

The purpose of this policy is to establish a safe, respectful, and supportive working environment for all employees within MC Jacobs Australia Pty Ltd. We are committed to fostering a culture where everyone is treated fairly, equitably, and with dignity. Bullying in the workplace is strictly prohibited and will not be tolerated under any circumstances. This policy aligns with the Australian *Fair Work Act 2009* and relevant state and federal laws.

Objective

The objectives of this policy are:

- To clearly define what constitutes bullying in the workplace.
- To provide guidelines for reporting and addressing instances of workplace bullying.
- To raise awareness among employees of their rights and responsibilities regarding workplace bullying.
- To encourage a culture of mutual respect, support, and inclusiveness.
- To prevent adverse effects on the mental and physical well-being of employees resulting from workplace bullying.
- To ensure compliance with all relevant laws and regulations.

Policy Requirements

Definition of Workplace Bullying

Workplace bullying is defined as repeated and unreasonable behaviour directed towards an individual or group of employees, which creates a risk to health and safety. Examples of workplace bullying include, but are not limited to:

- Verbal or written abuse, including offensive language or inappropriate comments.
- Intimidation, threats, or aggressive behaviour.
- Belittling or humiliating others, including spreading rumours or gossip.
- Excluding or isolating employees from work-related activities or social events.
- Unreasonable work demands, excessive criticism, or deliberately setting someone up to fail.

Reporting Workplace Bullying

All employees have the responsibility to report any instances of workplace bullying they experience or witness. Reports should be made to an appropriate manager, supervisor or Principal Solicitor. Employees may also utilise the anonymous reporting mechanism established by MC Jacobs Australia



Pty Ltd. All reports will be treated confidentially, and no employee will be penalised for making a report in good faith.

Workplace Bullying Policy – Employee Expectations

At MC Jacobs Australia Pty Ltd, we are committed to maintaining a workplace that is safe, respectful, and free from bullying. All employees are expected to contribute to a positive work environment by adhering to the following expectations:

1. Treat Others with Respect

- Communicate professionally and courteously with colleagues, clients, and stakeholders.
- Value diversity and be inclusive in interactions.
- Avoid aggressive, intimidating, or demeaning behaviour.

2. No Tolerance for Bullying

- Bullying, including verbal abuse, humiliation, exclusion, or repeated unreasonable behaviour, will not be tolerated.
- This includes face-to-face interactions, written communication, emails, and online platforms.

3. Address Issues Appropriately

- If conflicts arise, seek resolution through respectful discussion or escalate concerns to a manager or Principle Solicitor.
- Do not engage in retaliatory behaviour against individuals who report bullying.

4. Report Concerns

- Employees are encouraged to report any bullying incidents to their manager or Principal Solicitor without fear of reprisal.
- Reports will be handled confidentially and investigated promptly.

5. Comply with Company Policies

- Follow workplace conduct guidelines and relevant workplace laws.
- Participate in training and awareness programs related to workplace bullying prevention.

Failure to adhere to these expectations may result in disciplinary action, up to and including termination.

Addressing Workplace Bullying

MC Jacobs Australia Pty Ltd will promptly investigate all reported instances of workplace bullying in a fair and unbiased manner. Investigations will be conducted in accordance with the principles of natural justice, ensuring procedural fairness and confidentiality. If an investigation substantiates an allegation of workplace bullying, appropriate disciplinary action will be taken, which may include:

- Counselling or mediation
- Formal warnings
- Reassignment of duties or work locations



- Suspension or termination of employment

Monitoring and Review

This Workplace Bullying Policy will be reviewed periodically to ensure its ongoing relevance, effectiveness, and compliance with legislative and regulatory requirements. MC Jacobs Australia Pty Ltd is committed to continuous improvement and will incorporate feedback from employees, management, and external stakeholders as part of the review process.

The Director is responsible for communicating the Workplace Bullying Policy to all persons working for or on behalf of the organisation and making it available to interested parties.