



Discrimination and Harassment Complaint Response Policy

This Discrimination and Harassment Complaint Response Policy applies to all Employees of the business

The objective of the policy is to ensure a Discrimination and Harassment Complaint Response Policy

The requirement is for all staff to comply with Discrimination and Harassment Complaint Response Policy.

Procedures (not required)



Purpose

The purpose of this policy is to provide a clear and consistent process for reporting, investigating, and resolving complaints of discrimination and harassment in the workplace. This policy is intended to ensure that all employees feel safe, respected, and valued at work, and that Sydney Drafting Concepts and Designs remains compliant with Australian workplace laws and regulations.

Objective

The objective of this policy is to:

- To provide a confidential and accessible process for employees to report incidents of discrimination and harassment.
- To ensure that all complaints are taken seriously, investigated promptly, and resolved fairly and effectively.
- To promote a workplace culture of respect, inclusion, and zero tolerance for discrimination and harassment.
- To maintain compliance with relevant Australian workplace laws and regulations, including the Fair Work Act, Anti-Discrimination Act, and Work Health and Safety Act.

Policy Requirements

1. All employees are required to treat their colleagues with respect and dignity, and to adhere to the company's Code of Conduct and Workplace Behaviour Policy.
2. Any employee who believes they have experienced or witnessed discrimination or harassment should report the incident to their manager, HR department, or a designated complaints officer.
3. All complaints should be submitted in writing, detailing the nature of the incident, the individuals involved, and any relevant dates, times, and locations.
4. Any employee who makes a complaint or participates in an investigation is protected from victimisation, retaliation, or adverse action in accordance with Australian workplace laws.

Procedure:

1. Upon receiving a complaint, the designated complaints officer, manager, or HR representative will acknowledge receipt in writing within five business days.
2. An impartial and qualified investigator will be appointed to conduct a thorough investigation, which may include interviewing the complainant, respondent, and any relevant witnesses.
3. The investigator will compile a report outlining their findings and recommendations for resolution. This report will be submitted to the appropriate decision-maker within the company.



4. The decision-maker will review the report and determine the appropriate action, which may include disciplinary measures, mediation, or training.
5. Both the complainant and respondent will be informed of the outcome of the investigation and any actions taken.

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

[Date]

[Employee's Name]

[Employee's Job Title]

Sydney Drafting Concepts and Designs

[Company Address]

[City, State, Postcode]

Subject: Discrimination and Harassment Complaint Response Policy

Dear [Employee's Name],

At Sydney Drafting Concepts and Designs, we are dedicated to fostering a safe, respectful, and inclusive work environment for all employees. As part of this commitment, we have implemented a Discrimination and Harassment Complaint Response Policy to address and resolve any workplace incidents or concerns. The purpose, objectives, and requirements of this policy are outlined below.

Please be assured that Sydney Drafting Concepts and Designs is committed to providing a safe and inclusive workplace for all employees, and we take all complaints of discrimination and harassment seriously. If you have any questions or concerns about this policy or your rights and responsibilities, please do not hesitate to contact your manager or the HR department.

Kind regards,

[Your Name]

[Your Job Title]

Sydney Drafting Concepts and Designs