

COURSE OUTLINE

Harassment, Discrimination and Bullying Prevention *'Creating safe and healthy workplaces'*



Employees are required to take all reasonable steps to prevent harassment, discrimination and bullying in the workplace and behave appropriately.

Under federal and state laws, it is against the law to discriminate against people, harass or bully them in the workplace.

This course provides relevant information on how employees are required to behave, the employees liabilities, rights and responsibilities.

In NSW, the combined effect of these laws means that employees must *not* treat others unfairly, harass them because of their age, carers responsibility, age, disability, homosexuality, marital status, race, sex and transgender.

Anti-Discrimination applies to the recruitment process, the terms and conditions of employment and dismissal, retirement or redundancies.

Learning Outcomes

- ✓ To understand what is harassment, discrimination & bullying behaviours;
- ✓ To understand the rights and responsibilities of employees in the workplace;
- ✓ To understand your level of liability with the relevant laws; and
- ✓ To understand your company policies and process for making a complaint.

Who Should Attend?

- ✓ Employees who haven't attended an educational course on anti-harassment, discrimination and bullying in the last twelve (12) months; and
- ✓ Contractors that regularly entering your workplace environment.

REGISTRATION DETAILS

Complete the registration form & send by facsimile to:
Fax/Ph (02) 6343 2700; or email ahendy@hendyhr.com.au

VENUE

On site or at a nominated venue of Hendy HR Consulting Pty Ltd

COST

Please enquire by emailing ahendy@hendyhr.com.au

TIME

2 hours per session (Group of 10-15 employees maximum)

FACILITATORS

Alicia Norrie

- Owner, Hendy HR Consulting P/L
- Master Business Administration
- Diploma in HRM



58 Main Street,
GRENFELL, NSW, 2810
Ph (02) 6343 2700
<http://www.hendyhr.com.au>