

# COURSE OUTLINE

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



Businesses 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 a manager or supervisors liabilities, rights and responsibilities.

In NSW, the combined effect of these laws means that managers and 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 managers and supervisors in the workplace;
- ✓ To understand your level of liability with the relevant laws;
- ✓ To understand your company policies and the process for making a complaint;
- ✓ The costs involved for not managing EEO, Anti-Harassment, Discrimination & Bullying in the workplace (include Case Law);
- ✓ The Federal and State bodies that manage complaints in New South Wales; and
- ✓ The practical reasonable steps that managers and supervisors must take in the workplace including education, policies development, publicized complaints process, contact officers and company statements.

## Who Should Attend?

- ✓ Managers and Supervisors who haven't attended an educational course on anti-harassment, discrimination and bullying in the last twelve (12) months.

### REGISTRATION DETAILS

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

### VENUE

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

### COST

Please enquire at  
[ahendy@hendyhr.com.au](mailto: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



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