

Jacqui Bonner Marketing and Management (JBMM)

As at 13 November 2024

Work, Health and Safety (WHS)

Jacqui Bonner Marketing and Management (JBMM) is committed to providing and maintaining a safe and healthy workplace for all workers¹. Hazards and risks to health and safety will be eliminated, minimised, or controlled. This will be achieved through the participation, co-operation, and commitment of everyone in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2017*, codes of practice and other safety guidance material.

JBMM will:

- Comply with all legislation relating to health and safety;
- Identify, eliminate, minimise and control all workplace hazards and risks;
- Provide information, instruction, and training to enable all workers to work safely;
- Supervise workers to ensure work activities are performed safely;
- Consult with and involve workers on matters relating to health, safety, and wellbeing;
- Provide appropriate safety equipment and personal protective equipment (if required); and

Everyone in the workplace is responsible for ensuring health, safety and wellbeing, therefore workers will:

- ensure their own safety and the safety of others;
- ensure their actions or inactions do not cause harm to any other person;
- ensure that they are familiar with and comply with all health and safety policies and procedures;
- report to management any accidents, incidents, or hazards;
- report to management any of concerns relating to health safety and wellbeing; and
- comply with the relevant work health safety and wellbeing legislation.

Equal Employment Opportunity (EEO)

Jacqui Bonner Marketing and Management (JBMM) practices EEO by:

- attracting and retaining the best possible workers, contractors, and partners;
- providing a safe, respectful, and flexible work environment; and
- delivering services in a safe, respectful, and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

Jacqui Bonner Marketing and Management (JBMM) is committed to providing a workplace free from discrimination, sexual harassment, and bullying. Behaviour that constitutes discrimination,



harassment, sexual harassment, or bullying will not be tolerated and will lead to action being taken, which may include dismissal or termination of a contractor or partnership contract. This also applies to the recruitment process.

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Legislation.

Indirect discrimination occurs when a rule seems neutral but has a discriminatory impact on certain people.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated, or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated, or intimidated.

Workplace bullying may include behaviour that is directed toward a worker, or group of workers, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks. It does not include reasonable management action or reasonable disciplinary action.

JBMM provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation such as:

- age
- breastfeeding
- carer status
- disability
- employment activity
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- personal association with someone having any of these characteristics
- physical features
- political activity/belief
- pregnancy
- race
- religious activity/belief
- sex
- sexual orientation



Workers must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager. Workers will not be victimised or treated unfairly for raising an issue or making a complaint.

Any worker found to have breached this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Jacqui Bonner Marketing and Management (JBMM) reserves the right to obtain assistance from third party providers in managing our policies, procedures, and handling complaints.

Reasonable Adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

JBMM will endeavour to make reasonable adjustments for a person with a disability who:

- is offered a contract, or is a worker, and
- requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

1

¹ Worker as defined by *The Work Health and Safety Act 2011 (WHS Act)*

