



Hepatitis B Free

Inappropriate Workplace Behaviour Policy

Version 1, dated 26 February 2024

This policy:

- outlines the appropriate behaviour expected when working and/or volunteering for Hepatitis B Free (HBF),
- explains how we will deal with inappropriate behaviour in the workplace, and
- applies to everyone at HBF.

Examples of appropriate behaviour:

- Acting in an honest, professional, and courteous manner using respectful language.
- Reasonable management action carried out with respect.
- Recognising and valuing the contribution of each team member and supporting people of all backgrounds and identities.
- When conflict occurs, work to resolve the issue calmly and professionally.

Examples of inappropriate behaviour:

- Workplace bullying, any inappropriate behaviour directed towards a worker or group of workers that creates a risk to health and safety.
- Sexual harassment is considered unwelcome sexual conduct of any kind.
- Harassment is unwelcome behaviour that intimidates, offends, or humiliates a person.
- Discrimination is any selection, exclusion or preference made based on an individual's gender, race, sexuality, ethnicity, age, race, religion, disability (including physical, intellectual, psychiatric, sensory, neurological or learning), marital status, pregnancy, political affiliations or beliefs and membership of an organisation or association.
- Aggression and violence of any form, whether it is verbal or physical.
- Impairment induced by alcohol or other substances.

Responsibilities:

- Delegated officers must demonstrate appropriate behaviours and take reasonable steps to ensure that inappropriate behaviours don't occur in the workplaces under their control.
- Staff/volunteers/students are responsible for ensuring that they demonstrate appropriate behaviours and discourage inappropriate behaviour by refusing to participate, reporting any negative experiences, and supporting co-workers in saying 'no' to this inappropriate behaviour.

Managing inappropriate behaviour:

- HBF will identify all workplace factors that allow inappropriate behaviour to occur and to eliminate these risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable to acceptable standards.

Reporting inappropriate behaviour:

The outlined Grievance Resolution Procedure should be followed:

- Staff/volunteers/students in the first instance is to report any inappropriate behaviour or grievance to their supervisor/team leader.
- Team leader/supervisor will take all possible measures to address the concern reported in a respectful, professional, and confidential manner.
- If the team leader/supervisor is unable to resolve the grievance, the issue will be escalated to the Chairperson of the Board.
- The incident is to be recorded in the Action Required Worksheet.

Disciplinary action:

If anyone is found to breach this policy, management will undertake the actions, including but not limited to giving a formal warning, followed by referral to counselling or training, suspension, and finally, dismissal.

Information and support:

HBF will provide regular training and information about the effects of inappropriate behaviour.

Policy authorised by

Document Owner: Alice Lee, Managing Director & Sue Huntley, Director

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