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## **Equal Employment Opportunity and Anti – Bullying Policy**

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### **1. Purpose**

Sydney Dragway is an Equal Employment Opportunity (EEO) employer and provides equality in employment for all people employed or seeking employment. The purpose of this Policy is to describe how Sydney Dragway maintains being an EEO employer while embracing diversity. This Policy also describes Sydney Dragway's zero tolerance on bullying and the responsibilities of individuals working for and on behalf of Sydney Dragway. This is to ensure all workers and volunteers work harmoniously in an environment free from bullying, discrimination (both direct and indirect), harassment, vilification and victimisation.

### **2. Scope**

The requirements of this Policy apply to all Sydney Dragway employees and volunteers (collectively referred to as workers), media, competitors, crew, contractors, , hirers, licensee, agents of, and visitors. Other Sydney Dragway Policies, Procedures and Bulletins relating to subject matters noted in this Policy are to be read in conjunction with this Policy.

### **3. Definitions**

Bullying	Repeated unreasonable behavior directed toward a person and/or group of persons and is repeated, unreasonable and unwelcome. This type of behavior causes physical or psychological harm, creating a risk to an individual's health and safety.
Discrimination	Discrimination can occur when a person, or a group of people are treated less favorably than another person or a group of persons for reasons that are prohibited by law. Discrimination can involve a one-off incident
Harassment	Any unwelcome behavior that offends, humiliates or intimidates others which is based on any of the prohibited grounds of discrimination, as regulated by legislation. Harassment can involve one-off incidents.
Vilification	A public act that could incite hatred, serious contempt, or ridicule towards an individual or group of people who possess a particular characteristic protected by law.
Victimisation	Subjecting or threatening to subject another person to unfair treatment because they have made a complaint or have provided evidence or information for a complaint.

#### **4. Equal Employment Opportunity**

EEO is a positive way of describing the absence of discrimination (both direct and indirect), harassment, vilification, and victimisation in the workplace (defined below). This means that employment or other business-related decisions are not made based on irrelevant characteristics, such as a person's sex, race, marital status, pregnancy, disability, or age. Employment decisions are made based on the individual merit of each worker or prospective worker.

Sydney Dragway is committed to upholding a work environment that allows workers, media, competitors, crew, hirers, licensee, agents of, contractors and visitors to feel protected from any form of unacceptable workplace or event-based behavior. Our aim is to ensure that no act or omission by Sydney Dragway or its employees, volunteers, media, competitors, crew, hirers, licensee, agents of, contractors and visitors nor any Policy, Procedure, Bulletin or condition of employment or event related matters results in unfair or unequal treatment of any individual with regard to race, colour, gender, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion or national extraction. Our commitment is to create and sustain a work environment that supports mutual trust and assists everyone to reach their maximum potential.

Sydney Dragway is committed to achieving the following EEO and diversity objectives:

- Ensuring all workers, media, competitors, crew, hirers, licensee, agents of, contractors and visitors are treated fairly.
- Fully utilising and developing the potential of every employee and volunteer.
- Enhancing the morale and motivation of workers by increasing the confidence of workers in the fairness of processes and procedures in the business and access to employment opportunities; and
- Maintaining fairness in access to employment and career progression opportunities where individuals have appropriate knowledge, skills, and abilities.

To achieve Sydney Dragway's EEO objective, diversity in the workplace is focused on. Diversity is about creating an environment in which all workers can fulfil their potential and the team is made stronger by the inclusion of diverse backgrounds, experiences, and individual perspectives. Workplace diversity involves a broad range of attributes that make us unique. Workplace diversity enhances the success of Sydney Dragway by recognising the value of individual differences. Diversity is critical to how we operate as a business and vital to our overall success. For this reason, Sydney Dragway continues to bring people together from a wide range of cultural backgrounds, all with different skills and viewpoints. Sydney Dragway promotes an inclusive work environment to attain the highest possible productivity, creativity, and efficiency. By ensuring EEO and eliminating all forms of discrimination (both direct and indirect), harassment, vilification and victimisation in the workplace, Sydney Dragway can continue to develop a diverse workforce attracting and retaining high quality workers and maximizing productivity.

## 5. Bullying

Sydney Dragway is committed to providing a safe, healthy, and productive work environment, free from bullying. Sydney Dragway has adopted a zero-tolerance approach to bullying. Sydney Dragway endorses a culture where all persons in the workplace, irrespective of their position are treated with dignity and mutual respect.

In accordance with the Sydney Dragway Anti-Bullying Policy, employees, volunteers, media, competitors, crew, hirers, licensee, agents of, contractors and visitors must familiarise themselves with the Anti-Bullying Procedure and comply with it. In accordance with this Procedure, Workers are also responsible to:

- Not engage in conduct that in any way amounts to bullying or victimisation;
- Report any incidents of bullying in the workplace to the General Manager or Operations Manager as soon as practicable. For event operations, report directly to the Sydney Dragway meeting director, meeting director will submit his report after the event concludes, During the event the meeting director has the authority to dismiss a volunteer for bullying, this also applies to media, competitors, crew, hirers, licensee, agents of, contractors and visitors
- Cooperate with workplace investigations.
- Maintain confidentiality in relation to any complaints or investigations.
- Offer support to anyone who is a victim of bullying and let them know where they can get help and advice.
- Take all reasonable steps to prevent bullying in the workplace; and
- Follow reasonable directions and comply with all Sydney Dragway Policies, Procedures, and other requirements.

This Policy also obligates Sydney Dragway leaders to:

- Apply the Procedure consistently and fairly.
- Lead by example; and
- Handle all employee complaints in accordance with the Sydney Dragway Grievance Handling Procedure.

Please refer to the Sydney Dragway Anti-Bullying Procedure for information on what Sydney Dragway may consider to be bullying behavior, and the process involved in raising and investigating complaints. The procedure is available from the General Manager or the Operations Manager of the business.

## 6. Grievance Handling Procedure

Any Sydney Dragway employee / volunteers that wish to raise a grievance is encouraged to refer to the Sydney Dragway Grievance Handling Procedure. This document is available from Sydney Dragway Management. Media, competitors, crew, hirers, licensee, agents of, Contractors and visitors are encouraged to report any grievances to their employer.

In line with the Sydney Dragway Grievance Procedure, vexatious or malicious grievances or complaints are viewed seriously by Sydney Dragway. Any employee or volunteer found to have made vexatious or malicious complaints will have disciplinary action taken against them in accordance with the Sydney Dragway disciplinary procedures.

## 7. Confirmation of Policy

Sydney Dragway prides itself on providing workplaces free from any form of discrimination and harassment (including sexual harassment). As such any Sydney Dragway employee / volunteer, competitor, crew, media, hirers, licensee, agents of found to be breaching or failing to comply with any aspect of this policy may be subject to disciplinary action. Serious or repeated breaches of the policy by a Sydney Dragway employee / volunteer may result in the termination of his or her employment, competitors, crew, media, contractors, hirers, licensee, agents of will be required to face the Sydney Dragway Disciplinary committee as could face a ban from the Sydney Dragway facility. Where a visitor or contractor has breached this policy, the matter will be reported to their employer and their services may cease immediately.

Annexure A:

I, (Print full name) \_\_\_\_\_

In my position of (circle) Fulltime employer, Casual employee, Volunteer, media have read and understand the Sydney Dragway Anti-Discrimination and Harassment policy and understand that if I violate this policy, I could be subject to termination of my employment / volunteering services and in the case of media face the Sydney Dragway Disciplinary Committee in which removal of my Media accreditation and possible ban from venue.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date Received	
Entered into HR System	
Date Entered	
Approved By	

