

## Workplace Discrimination

### What is discrimination?

Under federal and state legislation, unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.

### Workplace discrimination can occur in:

- recruiting and selecting staff;
- terms, conditions and benefits offered as part of employment;
- who receives training and what sort of training is offered; and
- who is considered and selected for transfer, promotion, retrenchment or dismissal.

## Reporting Discrimination, Bullying and Violence

LaunchTS takes their responsibility to keep our workplace free from discrimination, harassment, bullying and violence very seriously. If a manager or employee becomes aware of an incident, whether it is by witnessing it or being told about it; it must be reported to a Manager, WHS representative or staff member with whom they feel comfortable immediately.

**IF ONE OF THE ABOVE INCIDENTS OCCURS, PLEASE DOWNLOAD AND COMPLETE THE INCIDENT FORM.**

### The process once the incident has been reported:

Once you have reported the incident, LaunchTS will need to collect the details to ensure that this issue can be escalated.

### Details will include:

- details of what was said/done
- details of time and date of the incident
- details of any witnesses
- details of any previous related incidents

LaunchTS will consult with you regarding next steps. These next steps may include a full investigation of the matter including speaking with a contact at the workplace where the incident occurred and with the subject of the complaint. LaunchTS will consult with you regarding what is to be said to any involved parties. Should the incident be found to be a case of workplace bullying then LaunchTS will request that remedial action be taken to rectify the situation immediately? This action will vary depending upon the circumstances of the incident. Any complaint of bullying, harassment or discrimination is taken very seriously.

Workplace discrimination must not be confused with legitimate comments and advice (including relevant negative comments or feedback) from managers and supervisors on the work performance or work related behaviour of an individual or group.



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