

Streetbuild is committed to creating a teamwork environment and a management culture that encourages excellence and innovation in all areas of the Streetbuild's activities. Our aim is to provide an organisational culture of working safely to protect our people, property and our community, and being committed to continuously improved management procedures that will attract and retain high-potential candidates. By also providing targeted development opportunities Streetbuild will continue to produce a pool of high-calibre professionals capable of leading Streetbuild into the future. Streetbuild expects a high level of professional conduct from staff, contractors and consultants, and recognizes its responsibility to pursue its mission, goals and objectives, and the need to conduct its business, in accordance with prevailing community and legislated standards of best practice.

Streetbuild ensures to;

- provide sufficient skilled employees to implement this policy successfully;
- develop, review and maintain guidelines, procedures and other material to support staff in effective implementation of this policy;
- establish and monitor performance against meaningful and measurable objectives;
- identify competency needs and providing appropriate training and professional development of staff to meet those needs; and
- apply this policy consistently, incorporating Equal Employment Opportunity principles, for the benefit of both Streetbuild and staff members.

1.1 Recruitment

The recruitment, selection and subsequent appointment of staff, contractors and consultants within Streetbuild will be conducted in accordance with this policy.

Streetbuild is committed to the operation of fair and transparent recruitment and selection processes in order to attract, select and retain the highest standard of staff. This requires an equitable and timely recruitment process.

Streetbuild seeks to:

- maintain the merit principle of appointing the best candidates through a competitive selection process;
- provide equal opportunity for all candidates;
- promote a diverse workforce, by encouraging members of underrepresented employment groups to consider employment with Streetbuild;
- ensure that the selection process is efficient and effective; and
- maintain applicant confidentiality.

In order to overcome any disadvantage, Streetbuild is committed to ensure our policies are applied in such a way that they maximise employment opportunities and ensure culturally sensitive employment for staff.

1.2 Code of Conduct

The Code of Conduct provides identification and resolution of issues concerning the conduct of staff members and is intended to guide staff in their dealings with colleagues, contractors and clients. It does not address all possible situations that may arise in employment at Streetbuild but is a set of principles that provide guidance to staff on acceptable and unacceptable behaviour.

The Code applies to all staff members and to all individuals who enter into particular relationships with Streetbuild for a specified time period or time periods, for example, contractors and consultants.

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The Code stands beside but does not exclude or replace the rights and obligations of staff under common and statute law.

- treat other staff with respect;
- treat other staff members with courtesy, fairness and equity;
- engage in conduct that is respectful of differences and non-discriminatory on the basis of sex, race, sexuality, disability, cultural background, religion, marital status, age, union affiliation, political conviction or family responsibilities;
- avoid behaviour that may be reasonably perceived as harassing, intimidating, overbearing, bullying or physically or emotionally threatening;
- refrain from acting in a way that would unfairly harm the reputation and career prospects of other staff members;
- be responsive, courteous and prompt in dealing with other staff members and members of the community;
- refrain from insulting the personal beliefs of other staff members and respect their legitimate right to practice their beliefs;
- follow Streetbuild's "Code of Behaviour on Site" when visiting/working on project sites;
- inform management of personal relationships with people Streetbuild is dealing with eg clients, contractors or tenderers;
- carry out their duties in a professional, responsible and conscientious manner;
- report genuinely suspected or known fraud or corrupt conduct to an appropriate Supervisor through the appropriate channels;
- refrain from any conduct including alcohol or substance abuse or misuse, which could adversely affect personal work performance or the safety and well-being of others;
- take reasonable steps to ensure adequate protection of all confidential information;
- give due credit to the contributions of other staff members;
- ensure that Streetbuild's resources are managed effectively, efficiently and for their specified purpose; and
- ensure that resources are used in a manner which does not harm the environment.

1.3 Equal Opportunity

Streetbuild is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, relationship status or any other factor not applicable to the position. Employees are valued according to how well they perform their duties, and on their ability to maintain Streetbuild's standards of service.

Streetbuild believes that all employees should be able to work in an environment free of discrimination, victimisation, sexual harassment and vilification. We consider these behaviours unacceptable and they will not be tolerated under any circumstances.

Managers and supervisors therefore must ensure that all employees are treated fairly and are not subject to any of these behaviours. They must also ensure that people who make complaints, or who are witnesses, are not victimised in any way.

Any reports of discrimination, victimisation, sexual harassment, bullying and vilification will be treated seriously and investigated promptly, confidentially and impartially.

Disciplinary action will be taken against anyone who discriminates against, victimises, sexually harasses, bullies or vilifies a co-worker. Discipline may involve a warning, transfer, demotion or dismissal, depending on the circumstances.

In particular Streetbuild will ensure to:

- advocate and uphold fundamental human rights, in particular the principle of equal opportunity;
- ensure that there is no unlawful discrimination, sexual harassment, discriminatory harassment, bullying, or victimisation of staff;
- provide staff with information about unlawful discrimination, sexual harassment, discriminatory harassment, bullying and victimisation

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- ensure that all of Streetbuild’s policies, procedures, official documentation and publications accord with equal opportunity and occupational health and safety principles and are amended as necessary to accord with these principles
- support and assist managers, supervisors and heads of departments to exercise their leadership and authority to ensure a supportive, flexible, safe and diverse work environment; and
- establish and maintain mechanisms within the Streetbuild to deal with complaints concerning matters covered by this policy

1.3.1 Discrimination and Discriminatory Harassment

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.

Discrimination and discriminatory harassment can include physical, visual, verbal and non-verbal behaviour. Examples of discriminatory harassment include behaviour such as;

- making derogatory comments or taunts about a person's religion;
- continually asking a person about their sexual orientation;
- emailing insulting jokes to someone about a particular racial group to which that person belongs;
- making offensive non-verbal gestures referring to a person’s race;
- making offensive ‘jokes’ about another worker’s racial or ethnic background, sex, sexuality, age or disability;
- expressing negative stereotypes about particular groups eg. “married women shouldn’t be working”;
- judging someone on their political or religious beliefs rather than their work performance; and
- using selection processes based on irrelevant attributes such as age, race or disability rather than on skills and merit.

In particular Streetbuild will aim to:

- create a working environment which is free from discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect;
- implement training and awareness raising strategies to ensure that all employees know their rights and responsibilities;
- provide an effective procedure for complaints based on the principles of natural justice;
- treat all complaints in a sensitive, fair, timely and confidential manner;
- guarantee protection from any victimisation or reprisals;
- encourage the reporting of behaviour which breaches the discrimination and harassment mentioned in this policy; and
- promote appropriate standards of conduct at all times.

1.3.2 Sexual Harassment

Sexual harassment is any form of unwelcome sexual attention. It includes unwelcome touching or other physical contact, remarks with sexual connotations, smutty jokes, requests for sex, or the display of offensive materials such as pictures, posters or computer graphics.

Sexual harassment is against the law wherever and whenever it occurs. Streetbuild will not tolerate sexual harassment in the workplace or in any work-related context such as project sites, conferences, work functions and business trips.

Sexual harassment has nothing to do with mutual attraction, such friendships are a private matter.

Sexual harassment can be a single incident - it depends on the circumstances. Obviously some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated. Other single incidents, such as an unwanted invitation out, may not constitute harassment if they are not repeated and are polite and respectful.

There is no onus on the person being harassed to say he/she finds the conduct objectionable. Many people find it difficult to speak up. All employees are responsible for their own behaviour. If you think the behaviour may offend, then don’t do it!

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- uninvited touching;
- uninvited kisses or embraces;
- smutty jokes or comments;
- making promises or threats in return for sexual favours;
- displays of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas;
- repeated invitations to go out after prior refusal;
- exposing genitals or sexual gestures;
- insults, taunts, teasing or name-calling of a sexual nature;
- staring or leering at a person or at parts of their body;
- unwelcome physical contact such as massaging a person without invitation, deliberately brushing up against them or forcing a person to perform sexual acts;
- touching or fiddling with a person's clothing including lifting up skirts or shirts, flicking bra straps, or putting hands in a person's pocket;
- requests for sex;
- sexually explicit conversation;
- persistent questions or insinuations about a person's private life;
- offensive phone calls or letters;
- stalking;
- offensive e-mail messages or computer screen savers.

In particular Streetbuild will ensure to;

- monitor the working environment to ensure that acceptable standards of conduct are observed at all times;
- model appropriate behaviour themselves;
- promote Streetbuild's Human Resource policy within their work area;
- treat all complaints seriously and take immediate action to investigate and resolve the matter;
- refer complaints to another officer if they do not feel that they are the best person to deal with the case (for example, if there is a conflict of interest or if the complaint is particularly complex or serious);
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves); and
- maintain complete confidentiality if they provide information during the investigation of a complaint. Staff should be warned that spreading gossip or rumours may expose them to a defamation action or a claim of victimisation.

1.4 Bullying

In accordance with its obligations under the OHS Act, Streetbuild is committed to providing staff, with a working environment that is safe and free from risks to health, including those risks associated with bullying.

Staff members are required to treat other members of staff with respect for their rights, duties and aspirations. Bullying is not an acceptable part of the Streetbuild's culture and impacts negatively on the Streetbuild's values.

Supervisors and staff with managerial responsibilities should be mindful of any inappropriate behaviour in the workplace that might be considered bullying and take action against such behaviour accordingly.

Bullying may comprise a combination of behaviours including:

- unwarranted criticism or insults;
- spreading malicious rumours;
- influencing others to exclude or isolate the targeted person or group;
- physical or verbal abuse;
- yelling, screaming or offensive language;

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- excluding or isolating a staff member;
- deliberately withholding information that is vital for effective performance;
- spreading rumours or innuendo about someone;
- psychological harassment;
- intimidation;
- assigning staff members meaningless tasks unrelated to their job;
- giving staff members impossible jobs;
- interfering with someone's personal property or equipment; and
- deliberately changing work arrangements, such as rosters and leave, to inconvenience particular staff members.

In particular Streetbuild will ensure to:

- prevent bullying;
- provide a healthy and safe environment for staff;
- manage and investigate all reported incidents of bullying; and
- ensure staff are aware of the assistance available to them in situations of bullying.

This aspect of this Policy is not intended to diminish supervisory or managerial prerogative to direct or control how work is done in the workplace other than to ensure so far as practicable, the health and safety of staff. Provision of specific corrective feedback about work performance in order to coach, develop or improve the work performance of the individual concerned is performance management, not bullying.

Streetbuild takes complaints of bullying seriously. Such complaints will be dealt with disciplinary actions.

What to do if you are discriminated against, sexually harassed, bullied or victimised

There are a number of options. Choose the course of action you feel most comfortable with. Don't ignore discrimination, sexual harassment or vilification, thinking it will go away - often it just gets worse.

Contact one of the following people in Streetbuild who have been nominated to give information:

Name:	Herman Monserat	Name:	Caren Fierinck
Position:	Administration Manager	Position:	OH&S Coordinator
Location:	Sydney Office	Location:	Brisbane Office
Office No.:	02 8853 1555	Office No.:	07 3377 0836
Mobile:		Mobile:	0417 378 969
Email:	herman.monserat@streetbuild.com	Email:	adminqld@streetbuild.com

This policy applies to all persons working for, or on behalf of Streetbuild. It is the responsibility of the Streetbuild management team to provide resources and promote this policy to ensure its effective implementation.

Signed,



Graeme Street
Managing Director

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