



AT SASSAFRAS

## CODE OF PRACTICE

# HARASSMENT

Cream at Sassafras is committed to ensuring that employees, agents and customers are treated fairly and equitably in an environment free from unwelcome conduct that may offend, humiliate or intimidate. Harassment of any nature is unacceptable behaviour, which Cream at Sassafras will not tolerate.

**Sexual Harassment** includes any unwelcome conduct of a sexual nature from a superior, colleague or agent of the Company. This may be physical, verbal, visual or written regardless of any 'innocent intent' on the part of the offender. Sexual Harassment can occur at the workplace and Company sponsored events off-site.

### **Bullying**

Workplace bullying is the repeated less favourable treatment of a person by another/others in the workplace, which may be considered unreasonable and inappropriate workplace behaviour. It includes behaviour that intimidates, offends, degrades or humiliates. Cream at Sassafras will not tolerate workplace bullying.

### **Practice**

In addition to the above significant categories and depending on the circumstances, each of the following kinds of behaviour may be harassment:

- Material that is racist, sexist, sexually explicit, homophobic (anti-gay) etc., displayed in the workplace, circulated, or put in someone's workspace or belongings, or on a computer, fax machine or Internet.
- Verbal abuse or comments that put down or stereotype people because of their age, pregnancy, race, sexual orientation, disability, marital status, gender or gender orientation.
- Jokes based on age, pregnancy, race, sexual orientation, disability, marital status, gender or gender orientation. There is a difference between humour which may have as a punchline something to do with gender, race and so on and using a racist, sexist or stereotyping joke which is offensive to the listener.
- Offensive gestures based on race, sex and so on.
- Ignoring, isolating or segregating a person or group because of their sex, race, gender or orientation etc.
- Sexual or physical contact or intrusive questions about sexual activity.
- Unwelcome wolf-whistling
- Initiation ceremonies that involve unwelcome sexual, sexist, racist and so on behaviour.

In some cases, a single act may be enough to amount to harassment.

All harassment will constitute grounds for remedial action and extreme cases may result in Summary Dismissal.

**LEENAH KHOR**  
**Proprietor - July 2009**

*gourmet pantry essentials & food to go*