

Prima Nota Inc. – Workplace Bullying, Harassment & Discrimination Policy

Adopted: 08.12.2025

Applies to: All committee members, facilitators, volunteers, contractors, and participants representing or collaborating with Prima Nota Inc.

1. Purpose

Prima Nota Inc. is committed to providing a safe, respectful, and inclusive environment for all people involved in its activities.

This policy sets out the organisation’s commitment to preventing and addressing bullying, harassment, sexual harassment, and unlawful discrimination in any form — whether verbal, physical, written, or digital.

The policy supports our Code of Conduct and Professional Boundaries Policy and reflects our legal and ethical obligations under:

- Fair Work Act 2009 (Cth)
 - Work Health and Safety Act 2012 (SA)
 - Equal Opportunity Act 1984 (SA)
-

2. Definitions

Bullying

Repeated, unreasonable behaviour directed towards a person (or group) that creates a risk to health and safety.

Examples include: verbal abuse, exclusion, humiliation, spreading rumours, or undermining another person’s role.

Harassment

Unwanted behaviour that offends, humiliates, or intimidates another person. It may relate to personal characteristics such as age, race, gender, religion, or disability.

Sexual Harassment

Any unwelcome sexual advance, request for sexual favours, or conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated. Sexual harassment may occur regardless of the age, gender, or intention of the person engaging in the behaviour. Comments presented as 'jokes' or 'harmless' can still constitute harassment if they are unwelcome or create discomfort.

Discrimination

Treating someone unfairly or less favourably because of a protected attribute such as race, gender, age, disability, marital status, sexual orientation, or religion.

3. Responsibilities

The Committee

- Ensure that Prima Nota maintains a safe, respectful, and inclusive culture.
- Respond promptly and appropriately to any report of bullying, harassment, or discrimination.
- Provide clear procedures for resolving complaints.
- Take reasonable steps to prevent and correct inappropriate behaviour.

All Members, Volunteers, and Representatives

- Treat others with dignity and respect.

- Avoid behaviour that could reasonably be considered bullying, harassing, or discriminatory.
 - Speak up early if inappropriate behaviour occurs.
 - Cooperate with any process to resolve complaints.
-

4. Reporting and Resolution

1. Informal resolution:

- If safe to do so, the person experiencing or witnessing inappropriate behaviour should raise the issue directly with the individual concerned.
- If that is not possible or comfortable, they may approach the Chairperson or Secretary for confidential advice.

2. Formal complaint:

- A written complaint may be submitted to the Chairperson or Secretary.
- The committee (or delegated sub-committee) will handle the complaint promptly, confidentially, and impartially.
- The process may include mediation, investigation, or referral to external authorities if required.

3. Protection from victimisation:

- No person will be penalised or disadvantaged for making a genuine complaint or helping to resolve one.
-

5. Consequences of Breach

Bullying, harassment, or discrimination are serious breaches of Prima Nota's Code of Conduct.

Depending on the nature of the behaviour, outcomes may include:

- Apology and mediation
- Written warning
- Suspension or termination of role or membership
- Referral to external agencies such as SafeWork SA, Equal Opportunity Commission SA, or the police if applicable

6. Confidentiality

All complaints and related information will be treated with the highest confidentiality possible.

Information will only be shared with those directly involved in resolving the matter or where required by law.

7. Review

This policy will be reviewed every two years, or sooner if required by law or organisational need, to ensure alignment with the Fair Work Act 2009 (Cth) and SafeWork SA guidelines.