

# Respectful Workplace Interactions Policy

## Purpose

This policy confirms MLPL's responsibility and commitment to take proactive and meaningful action to create a safe working environment and prevent and address unlawful and inappropriate conduct in our workplace.

This policy is to be read together with our:

- Respectful Workplace Interactions Procedure
- Code of Conduct
- Issues and Complaints Resolution Procedure

## Scope

This policy covers and applies to the Board, employees, contractors, consultants, advisors, volunteers, and visitors to our workplace (collectively referred to as "our people") in relation to:

- behaviour that occurs at work or during work activities (including where it occurs outside of normal work hours or away from normal work premises).
- behaviour that occurs at work events, such as conferences or work functions.
- the way we engage with members of the public and others who attend our workplace.
- behaviour that occurs using MLPL equipment or systems (such as computers, cloud-based servers or telephones).
- behaviour that occurs outside of work – including on social media – where this has a connection with our workplace or the employment relationship (for example, where our people interact with colleagues, make public statements concerning their employment / engagement or engage in conduct that has the potential to damage MLPL's reputation).

Our expectation is that our people will always engage in a respectful way with colleagues and others in our workplace, even when not at work.

## Our Policy Principles

We apply the following policy principles to the Respectful Workplace Interactions Policy:

**Working environment** – MLPL will create a working environment that is safe and free from unlawful discrimination, sexual harassment, harassment, bullying and violence.

**Workplace conduct** – MLPL commits to promoting appropriate and respectful standards of workplace conduct, always.

**Reporting** – MLPL will encourage the reporting of unlawful and inappropriate conduct in our workplace.

**Taking action** – MLPL will support our people and encourage staff to take appropriate action when they experience or witness something that doesn't seem right.

**Treatment of complaints** – MLPL commits to treating all complaints in a sensitive, impartial, timely and confidential manner.

**Protection** – MLPL commits to protecting against victimisation and reprisals for making complaints.

This policy confirms MLPL's responsibility and commitment to taking proactive and meaningful action to create a safe working environment and prevent and address unlawful and inappropriate conduct in our workplace.

It also provides information to ensure that our people:

- understand their rights and obligations under applicable safety and anti-discrimination legislation; and
- know what to do if they witness or experience unlawful conduct or inappropriate workplace behaviours.

Date of Board approval	18/07/2024
Policy Owner	Head of People
Accountable Executive	Chief People Officer
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