

FY 21 Code of Conduct Field Refresher Training

Topic 1 – Discrimination, Harassment and Intimidation

Instructions for Presenter

- *ALL field personnel (incl job shoppers) that perform work for Worley and who do not have regular access to a computer should attend.*
- *Present each topic at daily toolbox talk. You can present them 4 days in a row or 1 topic per week. Feel free to use another scenario or example that is more relevant to your audience.*
- *At the end of each topic presentation, please ensure everyone signs the attendance sheet and return it to HR/People Group.*

What does the Code of Conduct say?

- It is vital that our workplace is free from all forms of discrimination, harassment and intimidation.
- We will not tolerate sexual advances, bullying, hostility, abusive language, physical violence or the threat of physical violence.
- This conduct is never acceptable and may lead to us ending your employment.

Let's look at work place bullying:

Examples of workplace bullying include:

- Tampering with a person's personal belongings or work equipment
- Spreading malicious rumours, gossip, or innuendo
- Excluding you socially or ignoring you and your contributions
- Assigning unreasonable and unfair workload OR underwork, making you feel useless
- Constantly putting you down or belittling your opinion
- Undermining or deliberately impeding your work

The following is NOT bullying:

- Expressing differences of opinion.
- Offering constructive feedback, guidance, or advice about work-related behaviour.
- Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (e.g., managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Group discussion

Scenario 1: Mark is a new superintendent and his leadership style is less laid back and not as easy going as the previous superintendent. He holds people accountable. Some of the team members don't like the new leadership style and begin to organise to have Mark removed from the site. They made successive false allegations against Mark to management.

What can Mark do?

Notes for Presenter:

- FIRMLY tell the person that his or her behaviour is not acceptable and ask them to stop.
- KEEP a factual journal or diary of daily events recording the date, time and what happened.
- KEEP copies of any letters, memos, e-mails, faxes, etc., received from the person.
- REPORT the harassment to your supervisor, or the People team. If you are uncomfortable reporting to them, report to the Ethics Helpline.
- DO NOT RETALIATE. You may end up looking like the perpetrator and may cause confusion for those responsible for responding to the situation.

Scenario 2: Miguel is a team supervisor. He has high expectations and when his team member under performs, he often raises his voice in frustration and uses threatening languages. His team members often feel fear and intimidation.

Is it acceptable to berate and yell at fellow employees when they underperform?

Notes for Presenter:

Q2: It is never okay to berate or yell at an employee, even when they are underperforming. Intimidation and harassment are always unacceptable, and never a way to relate to our fellow employees. Remember, as Worley employees, we never discriminate, harass or intimidate.