



ANTI-BULLYING AND HARASSMENT TRAINING

ON SITE TRAINING

PINNACLE HR is conducting onsite training in Anti-Bullying and Harassment for ALL employees at employer workplaces.

The Draft, Preventing and Responding to Workplace Bullying, Code of Practice requires that it will be mandatory for all staff to be trained in Anti-Bullying and Harassment. The Employer must ensure that the workplace is free of any form of Bullying and Harassment. Failure to do so may result in employees lodging a claim with the Fair Work Commission.

The course is designed for:

All employees including managers, line managers and supervisors. Sessions can be customised to suit your organisational requirements and relate to specific issues being experienced in the workplace.

Topics covered:

- What is Workplace Bullying & what is NOT Workplace Bullying
- Bullying & Stress: how bullying causes injury to health
- Workers Compensation aspects of Bullying & Harassment
- What is Unlawful Discrimination
- Understanding and accepting cultural differences within the workplace
- What is Sexual Harassment & what is NOT Sexual Harassment
- What is Equal Opportunity
- Impact and Effects of Workplace Bullying & Harassment on business performance
- What can be done about it
- The Law relating to Workplace Bullying, Sexual Harassment & Equal Opportunity
- Work Health & Safety Act 2012 – Employer & Employee responsibilities
- Employer & Employee contractual obligations
- The effects of inappropriate Social Network ‘conversations’ relating to the workplace
- The importance of following the organisational Policies & Procedures
- Creating a harmonious workplace

All participants will receive a workbook and handouts and Certificate of Attendance

Outcome:

By the end of the training session attendees will have gained an understanding of the extent and effect of bullying and harassment and how it impedes organisational effectiveness and business performance.

Allow 3 hours per Training Session

Venue: On site Max 30 participants per session

Cost:
Members: Metro Area - \$1,400 per session (Ex GST)
Non-Members: Metro Area - \$1,600 per session (Ex GST)
Regional Area - Travel Expenses extra

If you require further clarification please contact Anna Farrugia on 8232 2820 or anna@pinnaclehr.com.au

Anti-Bullying and Harassment Training Booking Form

To book your session(s) for on-site training please complete the form below.
Please fax this form to PINNACLE HR on 8224 0107 or email to anna@pinnaclehr.com.au

Contact Name Position:

Organisation

Please tick: Member Non-Member

Street Address

Phone

Fax

Email

No of sessions required:

Preferred Date Time:.....am/pm

Estimate No of Participants per session

Preferred Date Time:.....am/pm

Estimate No of Participants per session

List any issues or topics you would like addressed in the session:

.....
.....
.....

I hereby understand and accept the Terms of Engagement:

.....
Signature Date

Cost: **Members:** Metro Area - \$1,400 per session (Ex GST)
Regional Area – Travel Expenses extra

Non-Members: Metro Area - \$1,600 per session (Ex GST)
Regional Area – Travel Expenses extra

PAYMENT

Payment can be made via cheque made out to PINNACLE HR or directly credited to National Bank, BSB 085 042, Account 639858737

PINNACLE HR TERMS OF ENGAGEMENT

Cancellation Policy

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commence. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

GST

A GST of 10% will be applied to all relevant charges. PINNACLE HR is registered for GST purposes and our ABN is 54 507 165 001. PINNACLE HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

Billing

Our terms of payment are strictly 14 days from the issue date of the invoice and PINNACLE HR reserves the right to recover any outstanding amounts.