



Bullying Policy

Application of Policy

ASP Ship Management Group (ASP) recognises that everybody in the workplace has the right to be treated with respect and dignity. ASP expressly prohibits bullying at work. It is unacceptable and unlawful and may expose the perpetrator and ASP to liability and every employee has a responsibility to ensure the workplace is free from bullying.

Occupational health and safety legislation (OH&S legislation) imposes legal obligations on ASP, its employees and contractors in relation to safety at work. Bullying creates an unsafe workplace and may amount to a breach of OH&S legislation and it is a criminal offence in some circumstances. Disciplinary action including termination of employment may be taken against anyone found to have engaged in conduct amounting to bullying or who has otherwise breached this Policy. This Policy applies in conjunction with ASP's Bullying Procedure which is available in our Integrated Management System.

What is Bullying?

Bullying has been defined as repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. Bullying includes behaviour that could be expected to intimidate, offend, degrade, humiliate undermine, isolate or threaten.

Bullying can be physical but can also be verbal or psychological. Conduct that creates a risk to a person's physical or mental health or safety may constitute bullying. Examples of bullying include physical assault or threats, insulting or teasing, and undermining or isolating another person. Further examples are set out in ASP's Bullying Procedure.

Reasonable performance management and reasonable job requirements are not bullying. For example: Setting performance goals, standards and deadlines, counselling and warnings if requirements are not met constructive feedback, remedial measures to improve performance.

Victimisation and malicious complaints

A person must not victimise another person for making a complaint or being involved in a complaint (e.g. as a witness) of bullying. A person must not make a complaint of bullying against another person that is malicious, vexatious or knowingly false. Any person who does so may be subject to disciplinary action including termination of employment.

What can you do if you experience Bullying?

If you feel that you have been bullied, you should not ignore it. Bullying may occur from another employee or a representative of ASP, another workplace participants or client. You are not expected to put up with bullying from any person. If you feel that you have been bullied, please refer to ASP's Bullying Procedure as to the applicable complaints process and the Contact Officer. You will not be subject to any detriment as a result of making a good faith complaint of bullying.

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