



Psychological Safety Policy Australia

Policy Statement

The purpose of this policy is to ensure that Yugo is committed to providing and maintaining a work environment that is safe and free of risk to the health and welfare of all employees. Accordingly, Yugo will take all reasonably practicable steps to protect the health, safety and well-being of all employees.

Yugo Commitments

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| | <p>The following principles underpin Yugo's Psychological Safety policy and outline the statutory requirements under the National Employment Standards (NES).</p> |
| | <ul style="list-style-type: none">• educate employees regarding psychological safety and the required standards and practices within our workplace;• promote the development and maintenance of a safe workplace;• develop written procedures and instructions to provide a reference point for employees on psychological safety;• ensure continuous improvement of work health and safety practices through the adoption and implementation of policies and procedures;• notify employees of the consequences for engaging in any conduct or behaviour that is inconsistent with psychological health and safety in our workplace. |

This policy applies to all activities, and employees involved in those activities, that take place;

- on work premises;
- elsewhere where activities are undertaken in the course of employment; and
- at work-related activities, such as social functions.



Process

PROCESS OVERVIEW

- All Managers should satisfy themselves that they understand the requirements of this policy and the related policies and procedures.
- Yugo will promote best practice in the management of psychological safety matters. It will regularly review its provisions to ensure that they are legally compliant and reflect best practice.
- Further, this policy is not incorporated into any contract of employment, nor does it give rise to any contractual terms. However, compliance with the policy constitutes a reasonable and lawful direction with which you must comply.
- Yugo may unilaterally introduce, vary, remove or replace this policy at any time.

DETAILED PROCEDURES

POLICY & GUIDELINES

Definition of Psychological Health & Safety

Psychological health and safety is about everyone having the confidence to share ideas, feedback, questions, concerns, and mistakes, for the betterment of themselves, the team, and the organisation.

It is a shared belief that everyone can speak up, all without fear of negative consequences.

The two most important elements of building and attaining an organisation's psychological health and safety are trust and respect.



ROLE & RESPONSIBILITIES

All employees must take reasonable care of their own psychological health and safety, and take reasonable care to ensure that their actions do not adversely affect others in the workplace.

That includes maintaining a professional and safe work environment free from discrimination, harassment, bullying and victimisation.

Accordingly, employees are expected to comply with legislative obligations, including under:

- *Work Health and Safety,*
- *Age Discrimination Act 2004 (Cth),*
- *Disability Discrimination Act 1992 (Cth),*
- *Fair Work Act 2009 (Cth),*
- *Racial Discrimination Act 1975 (Cth),*
- *Sex Discrimination Act 1984 (Cth) and*
- *Workplace Gender Equality Act 2012 (Cth).*

In addition, employees are required to observe the following minimum standards of conduct and behaviour:

- Being polite, courteous and respectful to others;
- Being respectful of differences between people and their circumstances;
- Actively discouraging any inappropriate conduct or behaviour observed in the workplace, where appropriate;
- Reporting any inappropriate conduct or behaviour observed in the workplace;
- Observing confidentiality and privacy, as required.

Failure to comply with these responsibilities is a serious issue and will not be tolerated and can lead to potential disciplinary action being taken, up to and including termination of employment.

Consultation and collaboration

Yugo promotes a congenial environment and work as a team to maintain a safe, positive, and supportive workplace culture which is also helpful for the mental health of our employees.

We encourage our employees to cooperate with team members, support each other through difficult times, and maintain the humanness perspective.

We believe in including employees in workplace decisions and listen carefully to their views, concerns, and suggestions regarding every business process or activity. This allows our employees to feel safe at work.



Our inclusion philosophy means we want to hear your views, including on:

- Psychological hazards and risks, and how they can each be addressed.
- Provision of information, instruction, and training to ensure all employees know their rights and responsibilities.
- Establishing an effective reporting procedure.
- Regularly reviewing and testing controls in place and, where appropriate, implementing new controls to reduce the risks to psychological health and safety.

REVIEW

This policy does not cover every possible event or action. There will be circumstances where it is difficult to know what to do. In such cases you are asked to act with caution and common sense and comply with the underlying principles of this policy. If in doubt seek advice from either your People & Culture Specialist or Manager. This policy will be reviewed periodically and/or in line with changes to legislation to remain relevant.

References and Further Reading

- Work Health Policies
- Time away from work Policy
- Disciplinary Policy
- Grievance Policy

Related Links

<https://www.helpguide.org/articles/addictions/substance-abuse-and-mental-health.htm>
https://www.who.int/substance_abuse/en/

Training

- Drug and Alcohol Awareness (Yugo205)
- Health & Wellbeing in the Workplace (Yugo111)
- Stress Management (Yugo074)