

GERALDTON

Tuesday
21 February, 2017

Bullying, Harrassment & Discrimination in the Workplace

Workplace bullying, sexual harassment and cases of discrimination are still very common in our modern day working environment. However, as legislation becomes tougher and because more and more of our employees are becoming aware of their workplace rights, employers have a major responsibility to ensure their employees conduct themselves appropriately at all times.



Participants will be able to:

- Understand the differences between Bullying, Harassment & Discrimination.
- Explain the legal implications for employers and employees alike.
- Identify what bullying, harassment & discrimination looks like.
- Identify the effects of bullying both for individuals and businesses.
- Explain supervisor and employee responsibilities.
- Consider complaint considerations and act upon complaints effectively.

DATE: Tuesday 21 February, 2017
TIME: 9.00am – 12.30pm
TRAINER: Horizon HR
VENUE: Master Builders Association – 4 Walton Close, Geraldton
COST: **To promote this new course, costs have been kept to a minimum based on number of participants:**

	<u>Course Fee</u>
MBA Member - Course cost based on 10 attendees	\$240.00
Non-member - Course cost based on 10 attendees	\$290.00
MBA Member - Course cost based on 6 attendees	\$400.00
Non-member - Course cost based on 6 attendees	\$450.00

If you require further assistance, please contact us on **08 9921 5061** or email geraldton@mbawa.com

*Prices subject to change.

This course is GST free.

BULLYING, HARRASSMENT & DISCRIMINATION IN THE WOKRPLACE

Tuesday 21 February, 2017 | 9.00am - 12.30pm

Please Note: This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

PARTICIPANT DETAILS:

Surname:	First name:
Date of birth:	
Mobile:	Email:
Home address:	
Suburb:	Postcode:
Job/Trade title:	
Job description (brief detail):	

EMPLOYER/COMPANY DETAILS:

Master Builders member name:		
Employer/company name:		
Address:		
Suburb:		Postcode:
Contact name:		Email:
Phone:	Fax:	Mobile:
Please <u>tick</u> the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

PAYMENT DETAILS

Payment MUST be received prior to the course date to secure your place & receive your confirmation.

EMAIL: geraldton@mbawa.com **FAX:** 08 9965 5025
POST: Master Builders Association, P.O. Box 1525, Geraldton WA 6531

Course Costs	Master Builder member	Non-member
Based on 10 attendees	\$240.00 per person	\$290.00 per person
Based on 6 attendees	\$400.00 per person	\$450.00 per person

Method of Payment Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$ TBA
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Credit Card Details (please tick):	Bankcard <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date: _ _ / _ _		
Cardholders name:		Signature:	

You must quote your **INVOICE NUMBER** as the reference when paying by Direct Deposit.

Cancellation Notice	<i>A refund will not be provided for no shows on the day of the course, or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 24 hours prior to the course.</i>
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