

DISCRIMINATION AND HARASSMENT POLICY

It is the company's objective to ensure all employees enjoy a work environment free from all forms of discrimination and harassment.

Discrimination and harassment are against company policy. They are also illegal and will not be tolerated by the company and its management.

Our policy is intended to help set proper standards of behaviour at the workplace.

What is Discrimination?

Discrimination on the grounds of sex, marital status, pregnancy, responsibilities as a carer, family responsibilities (in dismissing an employee), race, ethno-religious origin, physical or intellectual disability (impairment), sexual preference, transgender or age is unlawful.

Discrimination occurs if:

- A person is treated unfairly or unequally because they belong to a particular group or category of people listed above; or
- A person is required to comply with a rule or condition that:
- Is the same for everyone, but which has an unequal or disproportionate effect on a group of people listed above of which the person is a member; and
- Is unreasonable in the circumstances

What is Harassment?

In general, harassment is any form of behaviour that is not wanted and not asked for and that:

- Humiliates someone (puts them down), or
- Offends them, or
- Intimidates them,
- Is inappropriate or of a personal matter

What is Sexual Harassment?

Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, proposition, the display of offensive material or other behaviour that creates a hostile working environment.

Examples of sexual harassment include:

- Uninvited touching,
- Smutty jokes or comments,
- Making promises or threats in return for sexual favours,
- Displays of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas,

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Sydney (Head Office) | 23/28 Vore Street Silverwater NSW 2128 | P.O Box 7063 Silverwater 2128 | P: 02 9748 1211 | F: 02 9748 8916

Brisbane | 4/53 Metroplex Avenue Murarrie QLD 4172 | P: 07 3399 4999 | F: 07 3399 4666

- Insults, taunts, teasing or name-calling,
- Sending offensive emails,
- Exposing people to material of a sexual nature.

Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not harassment.

How to deal with Discrimination or Harassment

Any person who is being discriminated against or harassed has the right to complain and take action. The company's grievance procedures explain how such a complaint may be raised.

It is unlawful to victimise a person who has lodged a complaint of unlawful discrimination or harassment.

If you experience the problem you should:

- Complain about the behaviour. This can include telling the person(s) discriminating against you or harassing you that the situation is unacceptable.
- Report the matter to your manager, or to any other member of management if you feel that you are unable to speak to the person(s) yourself. Your complaint will be attended to in a completely confidential way and in accordance with the following procedure (which will be given to you in writing):
 - A prompt, confidential and impartial investigation
 - Appointment of an investigating officer
 - Interview between the investigating officer and yourself
 - Interview between the investigating officer and the alleged offender
 - Interviews with any relevant witnesses
 - Preparation of a report
 - Action (which could include disciplinary action or dismissal where appropriate)

EVERY EMPLOYEE HAS A RIGHT TO A WORKING ENVIRONMENT FREE FROM DISCRIMINATION OR ANY OTHER FORM OF HARASSMENT

This policy will be formally reviewed again May 2025



Ron Ryan

General Manager

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