

## **NON HARASSMENT POLICY**

Harassment in the workplace in any form is unacceptable, potentially unlawful, and even capable of amounting to a criminal offence.

It must be appreciated that what might be acceptable to one person might be upsetting and/or intimidating to another person. Harassment is unacceptable language or behaviour which causes the recipient of such actions to be embarrassed, offended, or threatened. Harassment can take many forms and can range from relatively mild banter to actual physical violence.

The following outlines examples of the type of behaviour which the Company would consider to be harassment -

- unfair, unreasonable or insensitive jokes and pranks.
- unfair, unreasonable or insensitive comments about appearance or character.
- display of offensive material - written or pictorial.
- intentional exclusion from conversation or activities.
- unwelcome familiarity, attention or body contact.
- abusive, insulting, or threatening language.
- demands or threats to intimidate or obtain favours.
- threatened or actual violence.

The above is not an exhaustive list.

The Company understands the sensitive nature of complaints of harassment. However, it needs a reasonable opportunity to try to address the matter, and take reasonable corrective action.

Each and every employee has a duty to comply with this policy at all times. A breach is likely to be regarded as misconduct. Where that breach is particularly serious, it is likely to be regarded as gross misconduct. These are disciplinary matters, and the resulting disciplinary action taken may include summary dismissal.

Any employee who believes that he or she has been harassed at work (or on a work-related occasion) should raise the matter by invoking this policy at the earliest opportunity. This is done by raising the matter in writing to either your Reporting Manager or to the Employee Relations Consultant.

Overall responsibility for the implementation and monitoring of this Harassment Policy lays with the Board who may delegate the day to day issues involved to relevant line managers and the Employee-Relations Consultant.