

EEO, Bullying and Harassment Policy

Intent

The Assetlink Group (“Assetlink”) incorporating Assetlink Services Pty Limited, AssetFuture Pty Limited and AssetProjects Pty Limited, EEO (Equal Employment Opportunity), Bullying and Harassment Policy is committed to taking all practicable steps to ensure equal employment opportunities, in its workplaces in an environment that is free from bullying, harassment and occupational violence; and that team members are not subject to such experiences when representing Assetlink at other premises.

Principles

Assetlink is committed to providing a safe workplace. Bullying, harassment and violence at work are unacceptable behaviours and will not be tolerated. Bullying is repeated, unreasonable behaviour directed toward a team member, or group of team members, that may create a risk to health and safety. No single incident of workplace bullying will be condoned or ignored - as it could lead to repeat bullying behaviour.

Occupational violence is any incident where a team member is physically attacked or threatened in the workplace, whether by a co-worker, manager, subcontractor or customer.

Harassment is any form of behaviour that is not wanted and not asked for; and that humiliates, offends, or intimidates someone because of their race, gender, pregnancy, sexual preference, marital status, disability or age. **Behaviour can be harassment even if the person does not intend it to be.** If a reasonable person would find the behaviour offensive or intimidating, then that is harassment.

No one will commence work with Assetlink until they have completed Induction including the module on bullying and harassment.

RACI

Responsible	It is the responsibility of all of us to make sure that the workplace is free from bullying and harassment with the support of their managers and the People & Culture team. Responsibility for maintaining this policy lays with the GM Northern Region, GM Southern Region and GM AssetFuture.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy consultation should be carried out with all team members and relevant contractors.
Informed	All changes to this policy should be communicated to all team members and relevant contractors.

Bullying and Occupational Violence

The following behaviour is considered to be bullying:

- Verbal abuse.
- Excluding or isolating team members.
- Psychological harassment.
- Assigning meaningless tasks unrelated to the job.
- Giving team members impossible assignments.

- Deliberately changing work rosters to inconvenience particular team members.
- Deliberately withholding information that is vital for effective work performance.

The following behaviour is considered to be violent behaviour:

- Striking, kicking, scratching, biting, spitting or any other type of direct physical contact.
- Throwing objects.
- Attacking with knives, guns, clubs or any other type of weapon.
- Pushing, shoving, tripping and grabbing.
- Any form of incident physical contact.

Physical attack is defined without consideration of the attacker's intent. Therefore, a mentally disabled person who does not have the capacity to have intent to harm, may still attack a person – this is still violence.

Harassment

Someone may be unaware of the negative impact of their behaviour towards you and/or others. If you feel comfortable to do so, you should advise them that they are acting in an unsuitable or unfair way and that their behaviour is unacceptable. If you do not feel comfortable doing this, you should seek further assistance from your supervisor. If not happy with the outcome you can approach the HR team.

Equal Employment Opportunity

Assetlink management is based on the following principles.

- All team members are employed on the basis of merit and are entitled to work in an environment free of harassment and victimisation.
- We will hire the best qualified person available for the job without regard to their race, colour, national origin, age, sex, marital or parental status, religion, political conviction, impairment or sexual preference.
- We will appraise and promote team members on the basis of an objective assessment of performance and potential.

This policy applies to recruitment, promotion and career development.

Personal Liability

A breach of this policy may initiate appropriate action as outlined in the Disciplinary Procedure or part thereof. Any Assetlink team member who knowingly breaches this policy may be considered to have acted in a "rogue manner" by Assetlink and vicariously liable.

End of Policy