

AUSPOL-004 DISCRIMINATION, HARASSMENT & BULLYING POLICY

PURPOSE:

To ensure compliance with our moral, legal and ethical 'duty of care' to provide a safe and healthy work environment for workers, contractors, sub-contractors, suppliers, clients and visitors at any work site under our direct control. This is extended to include members of the public and anyone who may be impacted by our operations.

OBJECTIVES:

To achieve a safe and healthy working environment and culture within AusLinc Pty Ltd by providing clear and consistent information, support and training to achieve the commitment and cooperation of its management, workers, contractors, sub-contractors and visitors on any site under our control or at any other time when acting on behalf of, or representing, the Company.

To provide a framework for a safe and healthy work environment where workers are not subjected to discrimination, harassment or bullying of any type and outline what constitutes discrimination, harassment and bullying and the actions AusLinc Pty Ltd will take if there are instances of discrimination, harassment or bullying identified.

To ensure AusLinc Pty Ltd continues to be an equal opportunity employer and ensure all our worksites provide an environment where discrimination, harassment or bullying is not tolerated and all people are treated ethically and respectfully regardless of their role, background or abilities.

To achieve our objectives AusLinc Pty Ltd will:

- Be committed to treating all people with equality and respect irrespective of their age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation;
- Ensure selection, promotion or transfer is based on merit, where each applicant is given a fair and equitable chance to participate and selection is based on their ability to perform the duties required;
- Inform all relevant parties of these definitions and that any behaviours described below will not be tolerated;
 - **"Discrimination"** is legislated against at Federal and State levels and provide details of same;
 - **"Bullying"** is repeated, persistent, unreasonable behaviour, directed towards a person, or a group of people, that creates a risk to their health and safety and can be carried out verbally, physically or in writing;
 - **"Harassment"** is unwelcomed or unreciprocated behaviour which makes a person feel intimidated, offended, or belittled in the workplace;
- Provide a secure reporting process that enables all workers to raise concerns in a confidential manner;
- Acknowledge that health and safety relate equally to both physical and mental health matters;
- Provide a resolution process to effectively deal with all issues raised;
- Not tolerate the display of pornographic, racist or offensive images; jokes that result in awkwardness or embarrassment; unwelcome requests, whether indirect or explicit;
- Have a ZERO tolerance regarding verbal or physical abuse of any type and will take action, up to and including termination of employment or contract of those engaging in such behaviour.

RESPONSIBILITIES

- The Managing Director is accountable for the Company's compliance with this policy and must demonstrate due diligence in all HSE matters.
- The HSE Compliance Officer is responsible for ensuring this policy is maintained and current versions available.
- All line managers and supervisors are responsible for ensuring the correct procedures are implemented.
- Employees, contractors, sub-contractors and suppliers are responsible for:
 - making sure their actions do not cause injury or harm to themselves or others; and
 - following Company written instructions on safety and health; and
 - asking for assistance if they do not understand the information; and
 - reporting any incidents of bullying, harassment or discrimination they witness, are aware of or are subjected to themselves the relevant supervisor; and
 - cooperating fully with AusLinc Pty Ltd when something needs to be actioned.

RELATED COMPANY WRITTEN INSTRUCTION

- AUSEPOL-013 Whistleblowing
- AUSEPRO-007 Grievance & Complaints
- AUSEPRO-009 Communication & Consultation
- AUSEPRO-013 Recruitment & Onboarding New Workers
- AUSEDOC-003 Employee Induction Manual
- AUSEDOC-098 HSEQ Management Plan

COMMITMENT

This policy is fully approved and supported by the AusLinc Pty Ltd management and reviewed on an annual basis, or earlier if changes are required based on changes to legislation or company operating standards.

Approved by: Craig Tait

MANAGING DIRECTOR: C. Tait 01/12/2024