



## Harassment, Discrimination & Bullying Policy

We believe that all employees are entitled to work in an environment in which they feel safe and supported. Harassment, discrimination and bullying are both illegal and unacceptable in all Karratha Building workplaces. We will not tolerate these kinds of behaviours under any circumstances.

Harassment, discrimination and bullying all have a detrimental effect on our people and workplaces, having the ability to cause harm and to impact on the effectiveness of our businesses. If this type of inappropriate behaviour occurs in our workplaces, we encourage our people to speak up about it so that we may take appropriate disciplinary action against those responsible pursuant to our Managing Performance and Misconduct Procedure. You should report your concerns to your supervisor or HSE Advisor.

Karratha Building is committed to providing support and assistance to people who are subjected to harassment, discrimination or bullying in our workplaces and to those who are seeking to address it. We are also committed to providing a process for investigating complaints promptly, fairly and where lawful to do so, confidentially.

### WHAT IS HARASSMENT?

Harassment is any behaviour that is viewed as unwelcome, intimidating, humiliating or offensive by the recipient. Even if the behaviour is not intended to be any of these things, the behaviour is likely to constitute harassment if the recipient reasonably perceives them this way. "I was just joking" is never an excuse.

### WHAT IS DISCRIMINATION?

Discrimination is where someone is treated differently and adversely because of a protected attribute. Protected attributes include a person's sex, race, age, marital status, pregnancy, family responsibilities, disability/impairment, religion, political belief, lawful union activity or sexual preference.

### WHAT IS BULLYING?

Bullying is where a person or group of people repeatedly act unreasonably towards a person or a group of people and the behaviour creates a risk to health and safety. Examples of bullying include behaving aggressively, teasing or practical jokes, pressuring someone to behave inappropriately and excluding someone from work-related events.

All complaints regarding harassment, discrimination or bullying will be treated seriously and may be grounds for the dismissal of the offending person.

You should remember though that reasonable management action, including constructive feedback, guidance and appropriate disciplinary action, is not harassment, discrimination or bullying. Reasonable management action is a necessary part of all workplaces and we actively encourage this in Karratha Building.

Signed.....  
Managing Director

Date..... 15/3/2016