

# APPROPRIATE WORKPLACE BEHAVIOUR POLICY

This policy provides guidelines for all directors, officers, employees, contractors and visitors to help create and maintain a working environment that is safe and respectful for all.

The primary objective of this policy is to ensure we meet our moral, ethical and legal obligations by ensuring that our conduct, through our words and actions, is consistent with creating a safe and supportive workplace culture which is free from all forms of discrimination, harassment, bullying and/or violence.

This Policy is underpinned by the following Autocare Services policies:

- a) Code of Conduct Policy
- b) Managing Psychosocial Hazards at Work Policy
- c) Bullying, Harassment & Discrimination Policy
- d) Equal Employment Opportunity Policy

The key features of the **Appropriate Workplace Policy** are:

1. We are guided by the Autocare Services Values in everything that we do.
2. We are committed to creating and maintaining a positive, open and inclusive workplace and to taking an active role in achieving a safe and respectful work environment.
3. We will **not** engage in conduct that constitutes discrimination, harassment (including sexual harassment), bullying and/or violence. For clarity, these unlawful acts are defined as:
  - a) **Discrimination** – can be direct, indirect and unintentional and occurs when an individual or group of people are treated less favourably or in such a way as to unreasonably disadvantage based on a protected attribute, such as: race; colour; religion; sex; gender or gender identity; sexual orientation; relationship status; pregnancy or potential pregnancy; carer status; family responsibilities; age; physical and mental disability; trade union membership, and political beliefs.
  - b) **Harassment** – is unwelcome conduct that a reasonable person would expect will offend, humiliate or intimidate an individual or group of people, on the basis of race, colour, sex, age, sexual orientation, disability and/or any other attribute protected by the law.
  - c) **Sexual Harassment** – is unwelcome sexual behaviour (physical, spoken and written) which could reasonably be expected to make a person feel offended, humiliated or intimidated.
  - d) **Bullying** – occurs when an individual or group of individuals repeatedly behaves unreasonably towards a person or group of people and the behaviour creates a risk to health and safety. Bullying may be characterised as offensive, intimidating, malicious and insulting behaviour or an abuse of power through means intended to undermine, exclude, humiliate, denigrate or injure the recipient.
  - e) **Violence** – is a verbal, written or physical action which causes, is intended to cause, is capable of causing or could be reasonably interpreted as a threat to cause bodily injury (including death) to oneself and/or others or property damage in the workplace.
4. Breaches of this Policy should be reported to your supervisor, manager or HR Representative for investigation and if substantiated may result in disciplinary action up to and including termination of employment.

A handwritten signature in black ink, appearing to read "John Murray".

John Murray | Executive General Manager – Autocare Services