

Workplace Harassment Policy

In accordance with the Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021 Bardavcol Pty Ltd has committed to provide a workplace that is free from harassment, bullying and inappropriate behaviour, including sexual harassment, and physical violence.

For the purposes of this policy, harassment is any verbal, written or physical behaviour or conduct that is offensive, threatening, intimidating, abusive, humiliating or belittling and that is unwelcome, unreciprocated, and uninvited. Sexual harassment means harassment of a sexual nature. Bullying is harassment that is systematic and repeated or persistent.

Workplace harassment, bullying, and physical violence is unacceptable and unlawful and will not be tolerated by Bardavcol under any circumstances.

To achieve the objectives of this policy, Bardavcol will take all reasonable steps to:-

- Inform all workers about appropriate standards of behaviour
- Monitor worksites to ensure appropriate standards of behavior and conduct
- Appoint appropriate officers to receive, investigate and resolve complaints of harassment
- Report incidents of physical violence to police
- Investigate every complaint of harassment promptly, fairly and discreetly
- Ensure that persons who submit or support a complaint are not subjected to harassment in consequence
- Treat persons accused of harassment in accordance with the principles of natural justice

Nothing in this policy is intended to preclude reasonable action taken in a reasonable manner by an employer, manager or supervisor to transfer, demote, discipline, counsel, retrench or dismiss an employee; to direct and control how an employee performs their duties whilst at work, to monitor workflow or to provide feedback to employees about their performance.

Bardavcol requires that all workers, visitors, clients and their agents comply with this policy, and any related procedures and take all reasonable steps to avoid adversely affecting the health and safety of any other person whilst at work by committing, encouraging or condoning workplace harassment or bullying. Further, it is the duty of all personnel to report, appropriately and confidentially, any observed instances of violence and harassment.

If any employee considers they have been subjected to harassment they may make a complaint. Appropriate company procedures have been established for the purpose of investigating and resolving complaints. Bardavcol management shall ensure that complaints are investigated promptly, fairly and confidentially. Employees accused of workplace harassment or bullying will be treated in accordance with the principles of natural justice. This includes the right to know full details of allegations against them, a right of reply to those allegations, a presumption of innocence until evidence against them shows otherwise and the benefit of any reasonable doubt.

Any employee found guilty of workplace harassment or bullying will receive appropriate disciplinary action, which may include termination of their employment. Any person found guilty of making malicious, vexatious or frivolous allegations of workplace harassment or bullying that are determined to be false, will also receive appropriate disciplinary action, which may also result in termination of their employment.

This policy shall be displayed prominently at every Bardavcol work site, and will be reviewed annually to ensure it remains relevant and appropriate.

A stylized, handwritten signature in dark ink, appearing to read 'Darren Foster'.

Darren Foster
Executive Chairman