

# Harassment & Work Based Violence Policy

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**The company is committed to a safe and positive working environment where people can achieve their full potential. The company's policy on harassment and work based violence is designed to provide:**

- an environment where it is clear that harassment and violence is unacceptable, thereby reducing the chance that it will occur in the first instance; and
- a mechanism to resolve complaints where it is felt that harassment has occurred.

Disciplinary action may be taken to deal with actions or behavior, intentional or unintentional that results in a breach of this policy. Disciplinary action may also be taken if allegations of harassment or violence are found to be malicious or vexatious. It should be noted that harassment or violence can also lead to civil and criminal claims beyond the companies own disciplinary proceedings at the victim's discretion.

This policy applies to all staff and contracted personnel and relates to harassment perpetrated by:

- a contractor against a contractor
- an employee against an employee
- an employee against a contractor
- a contractor against an employee

For the purpose of this policy, harassment and violence is defined as unwelcome comments, actions or conduct which:

- Violates an individual's dignity, and/or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.
- Causes either physical or mental harm to an individual

All employees and contractors can help to:

- prevent harassment and violence by ensuring that their comments, actions and conduct does not cause offence or harm and that all peers are treated with respect.
- discourage harassment and violence by others through making it clear that such conduct is unacceptable, and supporting peers who are taking steps to stop such behavior.

The company is responsible for

- Providing an environment where it is clear that harassment and violence is not acceptable;
- Taking action when it is aware that harassment and/or violence may be or is taking place;
- Resolving problems swiftly and efficiently.

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The examples given below, which include unwelcome comments, actions and conduct are not exhaustive. Harassment or violence on grounds of race, sex and disability now constitute forms of discrimination under the law.

- Sex-related harassment
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Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behavior.

- Sexual harassment

Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive visual display unit material and/or intimidating behavior.

- Harassment on grounds of sexual orientation

Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.

*‘Providing the framework for securing our oceans’*

*Ashley Haw*

**Ashley Haw**  
Managing Director

*S Roberts*

**Steven Roberts**  
Managing Director