

BULLYING, HARASSMENT & RESPECTFUL WORKPLACE POLICY

1. PURPOSE

The purpose of this policy is to:

- promote respectful workplace behaviour;
- prevent bullying, harassment, discrimination and other inappropriate workplace behaviour;
- outline workplace responsibilities; and
- support compliance with applicable workplace, work health and safety and anti-discrimination legislation.

2. SCOPE

This policy applies to all Laserbond employees and all individuals performing work at the direction of, in connection with, or on behalf of Laserbond.

This policy extends to all functions that are work related, including functions inside and outside of work.

3. WHAT IS WORKPLACE BULLYING?

Workplace bullying is repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.

Examples may include:

- Repeated offensive, abusive or insulting comments;
- Intimidation or aggressive behaviour;
- Unjustified or unreasonable criticism;
- Deliberately excluding someone from work-related activities or communications;
- Spreading malicious rumours; or
- Repeatedly setting unreasonable or impossible work expectations.

Reasonable management action carried out in a reasonable manner does not constitute workplace bullying.

4. POLICY

All employees have the right to be treated fairly, respectfully and professionally.

Laserbond does not tolerate bullying, harassment, discrimination, sexual harassment, sex-based harassment, victimisation or other inappropriate workplace behaviour.

All employees are expected to treat others with respect, consider the impact of their behaviour, comply with this policy, not participate in or encourage inappropriate workplace behaviour.

Laserbond will take reasonable and proportionate action to prevent and respond to inappropriate workplace behaviour.

Employees are encouraged to raise concerns as early as possible so that issues can be addressed promptly in accordance with the Bullying, Harassment & Respectful Workplace Procedure.