

**HR02**

# Bullying, Harassment and Discrimination Policy

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# Introduction

## Purpose

The purpose of this policy is to outline ACL Metal Powders's commitment to their values and creating a positive, equitable environment in which all staff are treated fairly.

## Scope

This policy applies to all ACL Metal Powders employees and senior contractors.

## Responsibilities

### Management

- Ensure that they do not bully, harass, discriminate, victimise or be violent towards employees, other managers, clients or other parties.
- Ensure that their staff understand this policy.
- Practise the principles of fairness, respect and equality.

### Employees and Contractors

- Must be aware of their duty of care not to place the safety and health of others at risk by engaging in bullying, harassment, discrimination, victimisation, violence or, where they are in a position of authority, to take steps to stop bullying, harassment, discrimination, victimisation, violence if and when it happens.
- Must ensure that they do not engage in bullying, harassing, discriminatory or other behaviour towards other employees, managers, visitors, clients or other parties.
- Aware that they can be held legally responsible for their unlawful acts.

# General Statement of Policy

## General Statement

ACL Metal Powders values equal opportunity, fairness, honesty and equitably in an environment free of bullying, harassment, discrimination and occupational violence.

We are committed to providing an environment where staff can work effectively without fear of discrimination, bullying or harassment.

## Guiding Principles

The Policy is based on the following guiding principles and ACL Metal Powders values:

- ACL Metal Powders express ourselves through open, honest and respectful communication. Everything we do is founded on connection, credibility, trust and professionalism; underpinned by a deep and genuine respect for people.
- We at ACL Metal Powders express kindness, empathy and compassion in all that we do. We care deeply for our cause, the people we support and each other.
- All employees are valued according to how well they perform their duties and, on their ability, to maintain ACL Metal Powders standards of service. Their value is not dependent on their race, age, sex, relationship status or any other factor that is not applicable to the position.
- ACL Metal Powders believes that all employees (including contractors) should be able to work in an environment that is free of discrimination, victimisation, sexual harassment, violence and vilification. Such behaviour is unacceptable and will not be tolerated under any circumstances.
- Individuals have the right to express their ideas, theories and opinions without fear of discrimination, harassment or bullying, and they should respect other peoples' right to express their ideas, theories and opinions without fear of discrimination, harassment or bullying.

- All discriminatory behaviour, including race discrimination and racial or religious vilification, which is unlawful, or offensive is unacceptable and contrary to ACL Metal Powders's aim of creating a work environment that allows all employees to achieve their full potential.
- Bullying, harassment and discrimination, in many of its manifestations, is unlawful under state and federal legislation. ACL Metal Powders takes its obligations under state and federal legislation seriously.

## Minimum Standards

To align itself to the purpose of this Policy, ACL Metal Powders will:

- take all reasonable measures to prevent discrimination, harassment, bullying or violence from occurring at the workplace or in work-related environments
- investigate related complaints in the workplace in a professional, confidential and non-judgmental manner which doesn't presume guilt before it is proven
- provide information and support to complainants and advise on available options
- raise awareness of and implement training for appropriate standards of conduct
- not tolerate any victimisation or reprisals for making complaints
- maintain confidentiality of all matters relating to a complaint
- not tolerate any misuse of this policy.

Any complaint of alleged workplace bullying, harassment, discrimination, victimisation or violence will be taken very seriously and will be dealt with sympathetically and in as confidential a manner as possible. The complaint will be investigated and, if proven, appropriate warnings and other disciplinary action will be taken against the person/s.

# Implementation

## Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

## Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

## Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

## Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of ACL Metal Powders.

## Legislation

- a) Fair Work Act 2009 (Commonwealth)
- b) Fair Work Regulations 2009 (Commonwealth)
- c) National Employment Standards (NES)
- d) Privacy Act 1988 (Commonwealth)
- e) Australian Human Rights Commission Act 1986 (Commonwealth)
- f) Age Discrimination Act 2004 (Commonwealth)
- g) Disability Discrimination Act 1992 (Commonwealth)
- h) Racial Discrimination Act 1975 (Commonwealth)
- i) Sex Discrimination Act 1984 (Commonwealth)
- j) Workplace Gender Equality Act 2023 (Commonwealth)

A handwritten signature in black ink, appearing to read 'Doug Rowe', with the date '21-7-23' written below it.

**Doug Rowe**  
**Chief Executive Officer**  
**Date: 21st July 2023**



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