

## Bullying Policy

### Policy Statement

The Company is committed to providing a safe and healthy workplace that is free from bullying and harassment. Employees are protected by this policy whether they feel bullied by a manager, colleague, customer, partner, supplier, or member of the public.

### Definitions

**The Company** refers to UPG, SITECH Construction Systems, BuildingPoint and DataHawk.

**Employee** means any fulltime, part-time, or casual employee, contractor or board member of the Company.

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

**Repeated behaviour** refers to the persistent nature of the behaviour and can refer to a range of behaviours over time.

**Unreasonable behaviour** means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Single incidents of unreasonable behaviour can also present a risk to health and safety and will not be tolerated.

**Reasonable management action** taken by managers or supervisors to direct and control the way work is carried out is not considered to be workplace bullying if the action is taken in a reasonable and lawful way.

### Guiding Principles

The Company will treat reports of workplace bullying seriously. We will respond promptly, impartially and confidentially.

Under Workplace Health and Safety laws employees must take reasonable care that they do not adversely affect the health and safety of others. This includes acting in a manner that others may perceive as victimising, humiliating, intimidating or threatening.

The Company expects employees to:

- behave in a responsible and professional manner
- treat others in the workplace with courtesy and respect
- listen and respond appropriately to the views and concerns of others
- be fair and honest in their dealings with others

This policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours
- during work activities, for example when dealing with clients
- at work-related events, for example at conferences and work-related social functions
- on social media where employees interact with colleagues or clients and their actions may affect them either directly or indirectly

If you feel you are being bullied and are not comfortable dealing with the problem yourself, or your attempts to do so have not been successful, you should raise the issue either with your manager or the HR Manager.

If you witness inappropriate behaviour directed at another person you should bring the matter to the attention of your manager as a matter of urgency.

All complaints or grievances will be handled in accordance with the Company Grievance Resolution Policy (HR013).

If workplace bullying or unreasonable behaviour is alleged to have occurred the Company will investigate the allegation promptly in accordance with the Company Investigation Procedure (HRPD001).

### **Consequences of Breach of Policy**

Disciplinary action will be taken against any employee who has been found to have bullied a co-worker, client or supplier or victimised a person who has made, or is a witness to, a complaint. Complaints of alleged workplace bullying or harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Discipline may involve a warning, counselling or dismissal, depending on the circumstances.

### **Variations**

The Company reserves the right to vary, replace or terminate this policy from time to time.

Authorised By: Managing Director

Name: Adam Bright

Signature:

A handwritten signature in black ink, appearing to be 'AB', written over a horizontal line.

Date: 31 March 2015