



POLICY //

Harrassment

Alder Constructions was established in 2003 and undertakes commercial building, civil and infrastructure projects. Our core company goals and objectives underpin all our policies and work procedures. These are to deliver profitable, sustainable and quality building and civil projects, in an enjoyable, family-feel environment for the well-being of all stakeholders.

Alder Constructions is committed to ensuring a healthy and safe workplace that is free from workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Definition of workplace harassment:

A person is subjected to 'workplace harassment' if the person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person's employer or a co-worker or group of co-workers of the person that:

- (i) is unwelcome and unsolicited and the person, and / or any reasonable person, considers to be offensive, intimidating, humiliating or threatening.
- (ii) Workplace harassment' does not include reasonable management action taken in a reasonable way by the person's employer in connection with the person's employment.
- (iii) Discrimination based on sex, relationship status, pregnancy, parental status, breastfeeding, age, race, impairments, religious beliefs, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality, family responsibilities, or association with persons who have these attributes will not be tolerated under the anti-discrimination Act.

Detailed below are examples of behaviors that may be regarded as workplace harassment, if the behavior is repeated or occurs as part of a pattern of behavior. This is not an exhaustive list - however, it does outline some of the more common types of harassing behaviors. Examples include:

- abusing a person loudly, usually when others are present or constant ridicule and being put down;
- repeated threats of dismissal or other severe punishment for no reason;
- leaving offensive messages on email or the telephone;
- sabotaging a person's work or maliciously excluding and isolating a person from workplace activities;
- persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters;
- humiliating a person through gestures, sarcasm, criticism and insults, often in front management or other workers and / or spreading gossip or false, malicious rumors about a person with an intent to cause the person harm.
- Ridiculing or belittling a person based on any of the attributes mentioned in (iii) above

Legitimate and reasonable management actions and business processes, such as, actions taken to transfer, demote, discipline, redeploy, retrench or dismiss a worker are not considered to be workplace harassment, provided these actions are conducted in a reasonable way.

Alder Constructions will take the following actions to prevent and control exposure to the risk of workplace harassment:

- provide all workers with workplace harassment awareness training;
- develop a code of conduct and set of values for workers to follow;
- introduce a complaint handling system and inform all workers on how to make a complaint, the support systems available, options for resolving grievances and the appeals process; and
- regularly review the workplace harassment prevention policy, complaint handling system and training.



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Harrassment cont.

Alder Constructions requires all workers to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of workplace harassment to either your Supervisor or HR Manager.

Managers and supervisors must also ensure that workers are not exposed to workplace harassment. Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment prevention policy, treat complaints seriously and ensure where a person lodges or is witness to a complaint, that this person is not victimised.

Alder Constructions has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing workplace harassment complaints. Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially. A person making a complaint and/or who is a witness to workplace harassment will not be victimised.

Disciplinary action will be taken against a person who harasses a worker or who victimises a person who has made or is a witness to a complaint. Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

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