



**Precision
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Non-Discrimination, Equal Opportunity & Harassment Policy Statement

It is the policy of CICG that the principles of equal opportunity and non-discrimination and harassment are always observed.

The Company promotes this policy by requiring its Managers and Supervisors to ensure that the following principles are adhered to at all times:

- Employment practices are non-discriminatory.
- All staff are free from harassment, violence and bullying.
- Each employee has the opportunity to raise any matter concerning discrimination or harassment with his or her immediate supervisor, Manager or at the regular meetings of Staff.

This policy requires all employees to have respect for another person's beliefs and possessions. It is the responsibility of the Management team to create and maintain a workplace free of harassment.

Workplace violence in any form is an OHS/ criminal offence and will not be tolerated by Management.

It can include:

- Assaults touching without consent whether a 'joke' or not and whether or not it hurt.
- Threatened assaults and apprehension, e.g. arguments, accusations, threats, hinted at reprisals.
- Harassment – bullying conduct not appropriate or relevant to work, e.g. persistent shouting and swearing, unreasonable threats of dismissal, peer to peer bullying, and bullying by supervisors' and Managers; sexual harassment, hostile or threatening environment etc.

Therefore, any activity that makes a person feel insulted, offended, intimidated and unable to work effectively or safely is not acceptable. Any employee who is the victim of these or similar behaviours is encouraged to report the problem to Management.

Management will take any report, or any evidence of harassment or bullying seriously and will investigate the circumstances. In serious circumstances a report to the police may be required. With all investigations natural justice and due process will be observed and all information (the complaint, investigation process and interviews) will be properly recorded.

Harassment violence and bullying are serious offences. The Company advises' all employees that such practices will not be tolerated in the workplace and action will be taken when such activity is detected or reported.

Managing Director
CICG Pty Ltd
April 2019

