

## SEXUAL HARASSMENT POLICY

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### Policy Statement

WORKFORCE EXTENSIONS considers that sexual harassment is an unacceptable form of behaviour, which will not be tolerated under any circumstances. We believe that our employees have the right to work in an environment that is free from sexual harassment.

Sexual harassment is not only *unacceptable*, it is *unlawful* pursuant to the Commonwealth Sex Discrimination Act and State legislation.

### What is considered Sexual Harassment?

Sexual harassment is any verbal or physical sexual reference in the workplace. Some examples of sexual harassment include:

- ✶ Unwelcome demands or even subtle pressures for sexual favours or outings;
- ✶ Leering, patting, pinching, touching or unnecessary familiarity;
- ✶ Offensive comments on physical appearance, dress or private life; and
- ✶ Pornography of any type.

Sexual Harassment also includes any inappropriate behaviour that makes you feel:

- ✶ Offended and humiliated
- ✶ Intimidated and frightened
- ✶ Uncomfortable at work

This company recognises that comments and behaviour, which do not offend one person, can offend another. Management accepts that individuals may react differently and expects this right to be respected.

**What can you do if you are sexually harassed?**

Do not ignore the sexual harassment.

Report the incident to your supervisor or Manager.

In addition to the management of WORKFORCE EXTENSIONS you may contact the Equal Opportunity Commission and/or Australian Human Rights for Independent advice at any time.

**What will happen when a complaint or report is made?**

Any complaints or reports of sexual harassment will be dealt with promptly and are treated seriously. They will be investigated thoroughly, impartially and confidentially. Managers or Supervisors *must* act immediately on any reports of sexual harassment. Employees will *not* be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

**What will happen to the harasser?**

Appropriate action in accordance with the company disciplinary procedures will be taken against anyone in this company’s employment who is found to have engaged in unacceptable behaviour or conducted an act of sexual harassment in the workplace.

**WORKFORCE EXTENSIONS COMMITMENT**

We place great emphasis on attracting and rewarding the best people. We are committed to providing an environment, which is safe for employees and free of sexual harassment or discrimination.

This sexual harassment policy has the full support and commitment of Management.

**Sexual Harassment is against both this company’s policy and the law.**

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**Name**  
**MANAGING DIRECTOR**

**Date:** .....