



HARASSMENT AND WORKPLACE BULLYING POLICY

Perkins employees and others acting on Perkins behalf are entitled to respectful treatment in the workplace, free from harassment and bullying. Being respected means being treated honestly and professionally, with an individual's unique talents and perspectives being valued. A respectful workplace is about more than compliance with the law. It is a workplace environment that is free of inappropriate behaviour, workplace bullying and harassment. The purpose of this policy is to make Perkins employees aware of what constitutes as workplace bullying and harassment, and their responsibilities in preventing and managing such incidents.

This Policy applies to all full-time, part-time and casual employees of Perkins, as well as contractors, temporary staff and subcontractors working for, or on behalf of Perkins, or in a Perkins workplace. Perkins expects all workplace participants to observe the standards set out in this code.

Workplace bullying is a repeated inappropriate behaviour (direct or indirect), whether verbal or physical or otherwise, conducted by a person or persons against another or others in the course of employment. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades or humiliates another staff member, possibly in front of other co-workers, clients or customers. Examples can include (but are not limited) to:

- Acts of violence
- Yelling and screaming
- Constant humiliation
- Isolating or ignoring staff
- Loud and abusive language
- Unjustified criticisms or insults
- Unjustified threats of dismissal or other disciplinary action
- Persistent or premeditated physical contact that intimidates

Harassment is defined as unwelcome conduct toward an individual because of his/her age, disability, marital status, race or colour, national origin, religion, sex, sexual orientation or gender identity, when the conduct creates an intimidating, hostile or offensive work environment. Harassment is against the law. It does not need to be continuous, a one-off incident can constitute harassment. Examples of harassment that may violate the law and will violate this policy include, but are not limited to:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or colour, religion, sex, sexual orientation or gender identity
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Perkins commits itself to educating staff as to the nature and effects of workplace bullying and harassment and its effects on individuals and the business. Our goal is to have a work environment where we all treat each other respectfully and professionally. Engaging in bullying behaviour or any unprofessional or disrespectful behaviour, even if not illegal, interferes with this goal, breaches this policy and the Code of Conduct Policy and will not be tolerated. Perkins reserves the right to respond to inappropriate behaviour even where no-one has complained or indicated that they have been offended.

Should an employee believe that they have been harassed or bullied there are a number of steps that should be taken. These can be found in our Grievance Procedure. Perkins will take all reported incidents of harassment and workplace bullying seriously, and complete a thorough investigation into the matter. If a violation of this policy has occurred, Perkins will take the appropriate action to avoid future violations and will utilise disciplinary means where appropriate.

Employees at Perkins must not engage in bullying or harassing behaviour towards another employee, any other site personnel or any members of the public with whom they have contact during the course of their employment. Compliance with this Code is expected and non-compliance may result in disciplinary action including the termination of employment or contract for services.

Managing Director
30th June, 2026