

**Harassment, Discrimination and
Workplace Bullying Policy**

1. Policy Statement

Mitchell Cotts Freight (MCF) will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination and workplace bullying. MCF is concerned to ensure that harassment, discrimination and workplace bullying does not occur but, in the event it does, appropriate action is taken promptly. MCF commits itself to educating employees as to the nature and effects of harassment, discrimination and workplace, and to providing the necessary resources to inform them of the contents of this policy.

Employees of MCF must not engage in harassing, discriminatory or bullying behaviour towards another employee; or a member of the public with whom they have contact in the course of their employment. MCF does not tolerate such behaviour and may take disciplinary action up to and including dismissal against any employee who:

- participates in harassing, discriminatory or bullying behaviour; or
- victimises or retaliates against an employee who has lodged a complaint about harassment, discrimination or workplace bullying.

Accordingly, all MCF employees are to:

- comply with MCF Values and Code of Conduct;
- Treat others in a professional, courteous, respectful and fair way;
- treat harassment, discrimination and workplace bullying matters seriously, and deal with them in a prompt, confidential and fair manner; and
- report any incidents to an appropriate person.

2. Purpose

The purpose of this policy is to make MCF employees aware of what constitutes harassment, discrimination and workplace bullying, and their responsibilities in preventing and managing such incidents.

The intended outcome is a workplace that is free from all forms of harassment, discrimination and bullying.

3. Application

This policy applies to MCF ongoing and non-ongoing employees, contractors and consultants. This policy covers:

- Any behaviour or series of behaviours that unfairly or unreasonably offends, humiliates, intimidates, belittles, undermines, scares, excludes, or embarrasses anyone it is directed at, or anyone who sees or overhears it; and
- Any behaviour or series of behaviours which may constitute any form of discrimination.

4. Legal Framework

Harassment or discrimination on the grounds of race, gender, religion, political opinion, sex, pregnancy or potential pregnancy, marital status, physical or mental disability, sexual preference, national extraction or social origin, age, and/or family responsibilities is an offence under various local anti-discrimination and workplace legislation. Further, employees must not harass or discriminate against others on the grounds of political or religious conviction or union affiliation status.

5. Responsibilities

All MCF employees are responsible for ensuring that breaches of this policy do not occur.

6. Breaches

Engaging in harassing, discriminating or bullying conduct in the workplace constitutes a breach of this policy and MCF Code of Conduct and may result in disciplinary action up to and including dismissal. In some instances harassment, discrimination or workplace bullying may also amount to a criminal offence or a breach of relevant local laws.