

Harassment & bullying Policy

The Company is committed to providing a work environment free of harassment & bullying, where individuals are treated with respect and dignity.

The Company will not tolerate harassment or bullying under any circumstances and will take disciplinary action against anyone who breaches the policy.

This policy applies to all employees, directors and other personnel that provide a service to the Company. The policy applies to behaviour occurring within and outside the course of business when the behaviour involves individuals associated with the Company and negatively affects the relationship within the Company.

For the purpose of the policy, workplace bullying and harassment is the repeated less favourable treatment of a person by another or others in the workplace. Bullying is persistent unwelcome behaviour, mostly using unwarranted or invalid criticism, fault finding, exclusion or isolation.

Instances of workplace bullying have the deliberate intent of causing physical and psychological distress to others and can include behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

Harassment/Bullying might include one of the following, but is not limited to:

- Manipulation
- Intimidation
- Belittling remarks
- Unreasonable persistent criticism
- Loud and aggressive attacks
- Verbal and physical abuse
- Isolation from colleagues

Harassment/Bullying does not include:


- Occasional differences of opinion, and non-aggressive conflicts and problems in working relations
- Workplace counselling, managing under performance

The Company shall take all reasonable steps to prevent harassment and bullying, ensuring its position is known through all levels of the organisation.

It is the Company's responsibility for ensuring that:-

- The Administration Manager is identified as the person to provide information and support
- The Administration Manager will obtain external resources to provide mediation and conciliation in grievances.
- Complaints are treated in an impartial, sensitive, fair, timely and confidential manner.
- Harassment/Bullying reporting is encouraged, regardless of who the offender might be
- Training is provided to all staff in the implementation of this policy
- Widespread awareness and understanding of harassment/bullying is provided
- The policy and procedures are monitored and reviewed regularly.

All employees, directors and service providers of the Company are responsible for complying with this policy.



CHIEF EXECUTIVE OFFICER

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