

Sexual Harassment Policy

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

The Company will not tolerate sexual harassment behaviour 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, sexual harassment is defined as behaviour that has a sexual element, that is unwelcome and, in the circumstances, a reasonable person would have expected the behaviour would offend, intimidate or humiliate the person to whom it is directed.

Behaviour constituting sexual harassment can take many different forms, including unwelcome physical contact, display of offensive materials, or sexual comments, jokes or propositions. The behaviour may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal and it may include promises or threats in return for sexual favours. Although the intent may vary, if it is unwelcome and the effect is to offend, humiliate or intimidate, the behaviour should stop.

The Company shall take all reasonable steps to prevent sexual harassment and 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.
- Sexual harassment 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 sexual harassment 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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