



WORKPLACE BULLYING POLICY

Cable Layers Australia Pty Ltd believes in and is committed to ensuring that all employees have the right to work in a safe working environment free of bullying or violence.

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

- Acts of violence
- Loud and abusive language
- Sabotaging an employees work
- Constant isolation and/or humiliation
- Unjustified criticisms and insults
- Constantly changing targets/expectations

CLA retains the legal right to direct and control how work is done. It is part of the Formal Leader's and Top Management's role to monitor workflow and provide feedback on performance, however, it is important to differentiate between a person's legitimate authority at work and abuse or bullying.

Workplace bullying will not be tolerated within the Company. Any employee found to have bullied another employee, contractor, client or supplier, is personally responsible for their conduct and disciplinary action may be taken against anyone found to have engaged in such behaviour.

Likewise with any employee who makes a fraudulent or vexatious complaint – they also could be subject to disciplinary action.

Complaints of workplace bullying will be treated seriously and procedural fairness observed to protect against false and malicious accusations. Confidentiality will be maintained and appropriate support mechanisms provided whilst actions are taken to address the matter.

Cable Layers Australia Pty Ltd has formulated a Complaints Resolution Procedure which outlines the steps to take to report an issue, the mediation and complaint resolution process as well as avenues for appeal. CLA will strive to deal with complaints in a prompt and impartial manner.

CLA will comply with all current legislation and this policy will be reviewed at regular intervals and revised where appropriate.

A handwritten signature in blue ink, appearing to read 'Jason Knight'.

Jason Knight
(Managing Director)



8 June 2016