



# Sexual Harassment, Discrimination, and Victimisation Policy

Snagfu Pty Ltd, trading as DCE Electrical and Leopard Controls is dedicated to maintaining a workplace that is free from sexual harassment, discrimination, and victimisation. This policy outlines our commitment to fostering a respectful and inclusive work environment where all employees are treated with dignity and fairness. This policy applies to all individuals engaged in work-related activities, including employees, contractors, clients, and visitors

## Scope

This policy covers all aspects of employment, from recruitment and hiring to training, promotion, discipline, and termination. It extends to all work-related settings, including the workplace, business trips, social events, and any other circumstance where work-related activities occur

## Definitions

**Sexual Harassment:** Unwelcome conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment

**Discrimination:** Unfair treatment or prejudice against individuals based on their protected characteristics, such as gender, race, ethnicity, sexual orientation, age, disability, or any other legally protected status

**Victimisation:** Any adverse treatment or retaliation against an individual who has made a complaint, provided information related to a complaint, or participated in an investigation of a complaint

## Prevention

**Education and Training:** We are committed to providing regular training to employees at all levels on the prevention of sexual harassment, discrimination, and victimisation. Training will include information on identifying unacceptable behaviour and the consequences for violating this policy

**Communication:** We will communicate its commitment to preventing sexual harassment, discrimination, and victimisation through various channels, such as employee handbooks, orientation materials, and internal communications

**Reporting Mechanism:** We will establish a confidential and accessible reporting mechanism for employees to report incidents of sexual harassment, discrimination, or victimisation. Reports can be made to a designated HR representative or through an anonymous hotline



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## Investigation and Resolution

**Prompt Investigation:** All reports of sexual harassment, discrimination, or victimisation will be promptly and thoroughly investigated. Investigations will be conducted impartially and with utmost confidentiality

**Disciplinary Action:** If an investigation confirms that a violation of this policy has occurred, appropriate disciplinary action will be taken, up to and including termination of employment. Disciplinary actions will be proportionate to the severity of the offence

**Protection Against Retaliation:** Snagfu Pty Ltd prohibits any form of retaliation against individuals who make good-faith reports of sexual harassment, discrimination, or victimisation. Retaliation is a violation of this policy and will result in disciplinary action

## Review and Revision

We will regularly review and update this policy to ensure its effectiveness. Feedback from employees and changes in relevant laws or regulations will be considered in the revision process

## Signed

Lindsay Dick

A handwritten signature in black ink, appearing to read 'L. Dick', written over a horizontal line.

Date: 19/12/2023

Managing Director

All employees are required to read, understand, and acknowledge receipt of this policy. Failure to comply with this policy may result in disciplinary action, up to and including termination

I have read, understand and acknowledge receipt of this policy

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_