

Workplace Behaviour Policy

Civmec Construction and Engineering understands the necessity to maintain a workplace free from violence, aggression and bullying. It is a requirement of employment that this policy be adhered to.

Both physical and psychological harm can occur as a result of these types of behaviours. All workers in the workplace are potentially at risk.

Violence, aggression and bullying can occur from both external and internal circumstances. Unacceptable behaviours include, but are not limited to, the following:

- Threats or acts of violence
- Intimidation
- Verbal abuse
- Sexual harassment, both verbal and physical
- Ethnic or racial vilification
- Initiation ceremonies
- Degradation via social media outlets

Behaviours such as these are not tolerated at Civmec. Issues arising from the above behaviours should be reported to your Manager or Supervisor. Incidents shall be investigated fully and recommendations made to management.

Disciplinary action will be taken against any employee found to have breached this policy. Discipline may involve warnings, counselling or dismissal, depending upon the circumstances.

Civmec reserves the right for Managers and Supervisors to give lawful directions to employees which do not constitute bullying.

This policy will be reviewed every 2 years.

A handwritten signature in black ink, appearing to read "Patrick Tallon".

Patrick Tallon
Chief Executive Officer
Civmec Construction and Engineering
April 2015