

BULLYING, HARASSMENT AND DISCRIMINATION POLICY

Introduction

Titan Heavy Lift is dedicated to providing a safe and respectful working environment for all its workers, customers, visitors and stakeholders. Titan Heavy Lift strictly prohibits bullying, harassment and discrimination in any form and is dedicated to taking appropriate measures to prevent and address such behaviour.

Definitions

- a) **Bullying:** Repeated inappropriate behaviour, direct or indirect, which aims to humiliate, intimidate or harm an individual or group.
- b) **Harassment:** Unwanted conduct based on race, colour, ethnicity, national origin, sex, gender identity, sexual orientation, religion, age, disability or any other protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment.
- c) **Discrimination:** Unjust or prejudicial treatment based on race, colour, ethnicity, national origin, sex, gender identity, sexual orientation, religion, age, disability or any other protected characteristic.

Purpose

The purpose of this document is to offer guidance and outline the expectations of workers' behaviour while working for Titan Heavy Lift. By creating this policy, Titan Heavy Lift can provide a safe workplace free of bullying, harassment and discrimination. This mitigates the psychosocial hazards that arise from this behaviour in the workplace.

Scope

This policy applies to all workers, contractors, visitors and anyone associated with Titan Heavy Lift. This policy applies to all interactions within the workplace, including but not limited to head office, worksites, the depot, meeting rooms, break areas, remote sites, company-sponsored events and digital platforms utilised for work purposes or involving any other workers.

Responsibilities

Workers, Contractors and Visitors

All workers, contractors, visitors and anyone associated with Titan Heavy Lift have a responsibility to adhere to this policy, treat others with respect and report any incidents of bullying, harassment or discrimination they witness or experience.

Management

Managers and supervisors are responsible for enforcing and upholding this policy. Titan Heavy Lift's management has a duty to address any reported incidents promptly, investigate allegations thoroughly and take appropriate corrective actions.

Policy

This policy strictly prohibits bullying, harassment and discrimination in the workplace. All staff should report such behaviour and promote a healthy and supportive workplace.

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Prohibited Behaviour

The following behaviours are strictly prohibited:

- a) **Bullying:** This includes but is not limited to verbal abuse, personal insults, offensive jokes, spreading rumours, social exclusion and any other conduct intended to degrade or intimidate others.
- b) **Harassment:** Any form of unwelcome conduct, such as derogatory comments, slurs, unwarranted physical contact, sexual advances or creating a hostile work environment based on protected characteristics.
- c) **Discrimination:** Treating individuals differently based on their protected characteristics, such as through unfair hiring practices, pay disparities, denying promotions or creating a hostile work environment.

Reporting

Individuals who experience or witness bullying, harassment or discrimination should report the incident to their immediate supervisor, manager or designated HR representative. Reports can be made verbally or in writing, and all complaints will be treated confidentially and with sensitivity.

Upon receiving a report, Titan Heavy Lift will promptly investigate the matter in an unbiased and thorough manner. This may involve interviewing the parties involved, reviewing relevant evidence and consulting with appropriate individuals.

Disciplinary Action

If a violation of this policy is substantiated, appropriate corrective actions will be taken based on the severity of the offence. This may include counselling, training and disciplinary actions, up to and including termination of employment.

Conclusion

The ultimate goal of this policy is to create a work environment where everyone is treated with dignity, equality, respect and fairness.



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