

# Sexual Harassment and Bullying Policy

.....Ensuring a Safe and Respectful Environment

## Introduction

Our organisation is committed to providing a safe and respectful environment for all employees. Sexual harassment and bullying are unacceptable behaviours that violate our values and principles. This policy outlines our commitment to preventing these behaviours and the procedures for addressing them.

## Definitions

### Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. Bullying behaviour may include, but is not limited to:

- Verbal abuse
- Physical abuse
- Social isolation
- Intimidation
- Malicious lies or rumours

## Reporting Procedures

Employees who experience or witness sexual harassment or bullying are encouraged to report it as soon as possible. Reports can be made to:

- A supervisor or manager
- Human Resources
- Designated harassment and bullying officer

Reports should include details of the incidents, including dates, times, locations, and any witnesses. All reports will be treated confidentially and investigated promptly and fairly.

## Consequences

Any employee found to have engaged in sexual harassment or bullying will face disciplinary action, which may include:

- Warnings
- Mandatory training
- Suspension
- Termination

Retaliation against individuals who report harassment or bullying is strictly prohibited and will result in further disciplinary action.

## Prevention

Our organisation is committed to preventing sexual harassment and bullying through:

- Regular training and education for all employees
- Clear communication of expectations and consequences
- Support services for affected employees
- Continuous monitoring and review of the workplace environment

## Conclusion

Creating a safe and respectful workplace is a shared responsibility. We encourage all employees to uphold these values and report any behaviours that compromise the integrity of our environment. Together, we can ensure that our workplace remains a welcoming and supportive space for everyone.

This policy has my full support and is mandatory for all employees.



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**Date** 02-05- 2025  
**Nex Review** 02-05-2026

Version	Date	Change	Next review	By whom
V01	02-05-2025	Introduced	02-05-2026	VP