

# Workplace Behaviour and Harassment Policy



At Awaken Energy, we are committed to fostering a respectful, inclusive, and professional workplace. This policy outlines expectations for workplace behaviour and provides guidance on preventing and addressing harassment, discrimination, and inappropriate conduct.

This policy applies to all employees, contractors, clients, and stakeholders of Awaken Energy. It covers interactions in the workplace, at work-related events, during business communications, and in any setting where work-related interactions occur.

## Expected Workplace Behaviour

All employees and representatives of Awaken Energy are expected to:

- Treat others with respect, professionalism, and fairness.
- Foster a collaborative and inclusive work environment.
- Avoid behaviours that could be considered bullying, harassment, or discrimination.
- Act with integrity, honesty, and accountability in all workplace dealings.

## Harassment, Discrimination, and Bullying

Awaken Energy has a zero-tolerance approach to workplace harassment, discrimination, and bullying. This includes, but is not limited to:

### Harassment:

- Unwelcome conduct, comments, or gestures that offend, intimidate, or degrade a person.
- Sexual harassment, including unwelcome advances, requests for sexual favours, or inappropriate comments.
- Repeated and unwanted attention that creates a hostile work environment.

### Discrimination:

- Treating someone unfairly based on personal attributes, such as age, gender, race, religion, disability, or sexual orientation.
- Making employment-related decisions (hiring, promotions, or dismissals) based on discriminatory factors rather than merit.

### Bullying:

- Repeated unreasonable behaviour that causes psychological or physical harm.
- Verbal abuse, intimidation, exclusion, or spreading misinformation about someone.
- Misuse of power or position to demean, threaten, or control others.

## Reporting and Handling Complaints

Employees who experience or witness workplace misconduct should:

1. Report the issue to their manager, HR representative, or a designated workplace contact.
2. Provide a clear account of the incident, including dates, times, and any witnesses.
3. Trust that all complaints will be treated confidentially, fairly, and without retaliation.

## Investigation and Consequences

- All reported incidents will be investigated promptly and objectively.
- If a complaint is substantiated, appropriate action will be taken, which may include warnings, disciplinary action, or termination.
- Employees who make false or malicious complaints may also face disciplinary action.

## Compliance with Australian Laws

This policy aligns with the following Australian legislation:

- Fair Work Act 2009 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Work Health and Safety Act 2011 (Cth)

## Training and Awareness

- All employees will receive training on appropriate workplace behaviour and how to prevent harassment and bullying.
- Regular updates and refresher sessions will be provided to ensure ongoing compliance.