



# anti-bullying, harassment & workplace violence

## policy statement

SCEE is committed to, in all its workplaces, providing a safe and healthy working environment free from workplace violence, bullying, harassment and behaviour that causes offense, humiliation or intimidation.

We believe that all employees are entitled to be treated courteously and respectfully by each other. SCEE will not tolerate harassment, bullying, workplace violence, intimidating and/or threatening behaviour in any form or under any circumstance. This is also in accordance with both federal and state legislation.

The health and safety of people is the primary consideration in all of SCEE's activities. In meeting its objectives SCEE will:

- Take active steps to prevent harassment/bullying and workplace violence in the workplace through education and training,
- Communicate SCEE's Anti-Bullying Harassment Policy and procedure(s) to all employees and other stakeholders as appropriate,
- Promote a culture that provides workplaces that are free from harassment, bullying or abuse,
- Treat all employees fairly and with respect,
- Investigate all complaints immediately in accordance with the Bullying/Harassment Complaints Process,
- Ensure our people are made aware that harassment, bullying and any other form of workplace violence is not an acceptable part of our workplace culture,
- Ensure appropriate action is taken against any employee who is determined, following a full and proper investigation, to have engaged in harassment, bullying or any other form of workplace violence.

It is our requirement that all employees, contractors and visitors comply with this policy at all times.

A handwritten signature in blue ink that reads "Graeme Dunn".

**Graeme Dunn**  
Managing Director/CEO

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