



GBTK
Sexual Harassment Policy

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Purpose

GBTK (GBTK Pty Ltd, GBTK AUSMAINT JOINT VENTURE Pty Ltd and GBTK PLANT HIRE Pty Ltd) is committed to ensuring the work environment is free from sexual harassment and its employees are treated with dignity, courtesy and respect.

The purpose of this policy is to communicate to the workforce that sexual harassment is against the law and that all employees have a right to perform their duties without offence, humiliation or intimidation.

Objectives

- Define sexual harassment as: *Unwelcome, unwanted or uninvited behaviour of a sexual nature which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances.*
- Implement complaint procedures in which allegations of sexual harassment are investigated proactively, with integrity, confidentially and where appropriate, disciplinary action is taken.
- Encourage employees to report concerns about unwelcome behaviour.
- Implement strategies to raise awareness throughout the workforce to ensure that managers, supervisors and all employees know their rights and responsibilities.
- Develop a Company culture which does not condone sexual harassment.
- Communicate the responsibility to the workforce that they represent GBTK and are required to behave in a way which is respectful towards others within the communities in which they work.
- Communicate this policy across the whole organisation by effectively utilising resources such as tool box meetings, notice boards, crib-rooms, the intranet and/or other forms of electronic communication as appropriate.

Commitment

This policy applies to all GBTK personnel, contractors and visitors affiliated with GBTK Pty Ltd or GBTK Projects Pty Ltd, across all projects and operations, at all times.

Managers and supervisors have the responsibility to monitor the work environment, model appropriate behaviour, promote this policy and treat all complaints seriously.

The Directors commit to preventing sexual harassment within the workplace.

Signed on behalf of the Director/s

Adrian McRae

Name

Signature

12/05/2021

Date