

HARASSMENT POLICY

It is Wilmot Pipelining (Wilmot) objective to ensure all employees enjoy a work environment free from any forms of harassment and bullying. Harassment and bullying are against company policy. It is also illegal and will not be tolerated by the company and its management. Our policy is intended to help set proper standards of behaviour in the workplace.

In general, harassment is any form of behaviour that is not wanted and not asked for and that humiliates someone (puts them down); or offends; or intimidates; or bullies, because of the person's sex, marital status, pregnancy, race, ethno-religious origin, physical or intellectual disability (impairment), sexual preference, transgender, age and employment beliefs (Union membership choices).

Harassment & bullying can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour that creates a hostile working environment.

Examples of harassment and bullying include:

- uninvited touching, smutty jokes or comments, making promises or threats in return for sexual favours, displays of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas; and insults, taunts, teasing or name-calling.
- deliberately excluding, isolating or marginalising a person from normal workplace activities, intruding on a person's space by pestering, spying or tampering with their personal effects or work equipment, intimidating a person through inappropriate personal comments and belittling opinions or unjustified criticism.

How to deal with harassment.

Any person who is being harassed has the right to complain and take action. It is unlawful to victimise a person who has lodged a complaint of harassment. If you experience the problem, you should:

- complain about the behaviour. This can include telling the person(s) harassing you that the situation is unacceptable; and
- report the matter to your manager, or to any other member of management if you feel that you are unable to speak to the person(s) yourself. Your complaint will be attended to in a completely confidential way; or
- send a written complaint to the Administration Manager at Head Office.

Every employee has a right to a working environment free from discrimination or any other form of harassment



Andrew Wilmot
Chief Executive Officer
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