

1. Purpose

Aurora Labs Ltd. is committed to providing a workplace free of all forms of harassment and bullying, as prescribed by Commonwealth and state legislation. It is an employee's right to be treated with dignity and respect and it is also the employee's responsibility to treat others the same way.

Aurora is committed to meeting its legislative obligations relating to harassment and bullying, and shall take all reasonable, practicable steps to provide and maintain a working environment free from these behaviours.

2. Applicability

This policy applies to all activities, and all those involved in those activities, including employees, contractors, customers and visitors, that take place on work premises and elsewhere where activities are undertaken in the course of employment, or at work-related activities, such as social functions.

3. Policy

An internal grievance policy with resolution process assists employees to raise issues of concern, and all complaints will be treated confidentially, seriously and sympathetically. No employee shall be penalised or disadvantaged as a result of raising any genuine concern or complaint.

Should an employee or group of employees be found to have engaged in behaviour and / or activity that constitutes harassment and / or bullying, they will be subject to disciplinary action up to and including dismissal. Equally, an employee who makes a fraudulent or vexatious complaint will face disciplinary action.

3.1. Harassment

Harassment is unwelcome or perceived behaviour that does, or is likely, to offend, humiliate or intimidate another person. The fact that no offence was intended does not mean that harassment has not occurred. If the behaviour has the effect of being offensive, humiliating or intimidating or threatening, that is usually enough. Harassment may occur as a single act, or as a series of incidents, persistent innuendos or threats. It can take many forms, it may be silent or loud, subtle or openly hostile, and it may be private or public.

Examples of racial harassment include:

- 3.1.1. Physical: Intimidating gestures, physical violence or assault because of a person's race or ethnicity, or threats of the above.
- 3.1.2. Verbal: Derogatory remarks about a person's skin colour or appearance, unwelcome remarks about a person's culture observances, racist jokes, nicknames/name calling based on race and 'needling'.
- 3.1.3. Non-verbal: Racist graffiti, defacing notices or posters, negative stereotyping of particular ethnic groups, written threats of a racial nature, which may include those made on social media platforms.

3.2. Sexual Harassment

Sexual harassment occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours or engages in any other unwelcome conduct of a sexual nature in relation to another person. Sexual harassment is not about prohibiting friendships at work or genuine consenting relationships. It often relates to a misuse of power to create an unequal working relationship.

Sexual Harassment includes, but is not limited to:

- 3.2.1.** leering or staring
- 3.2.2.** obscene sexual communications in any media including social media
- 3.2.3.** persistent following or stalking
- 3.2.4.** persistent unwelcome invitations, telephone calls or emails
- 3.2.5.** sending of sexually explicit emails or text messages
- 3.2.6.** sexually suggestive words, gestures or sounds
- 3.2.7.** unwanted ongoing declarations of affection or approaches for affection, including gifts display of sexually suggestive material use of Company computer systems for the retention and distribution of sexually explicit material
- 3.2.8.** unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
- 3.2.9.** unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.

3.3. Bullying

Bullying is defined within the Fair Work Act 2009 as repeated unreasonable behaviour towards another person or group that causes a risk to health and safety. Bullying is not considered to have taken place when reasonable management action is carried out in a reasonable manner, or when directions are given to carry out reasonable duties, or to comply with company rules and policies.

A worker is bullied at work if:

- 3.3.1.** a person or group of people repeatedly act unreasonably towards an individual or a group of workers
- 3.3.2.** the behaviour creates a risk to health and safety.

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Examples of bullying include:

- 3.3.3.** behaving in an aggressive, intimidating, threatening way whether alone or in front of others.
- 3.3.4.** teasing, practical jokes or name-calling.
- 3.3.5.** abusive, insulting or offensive language or communicating in a way that is offensive, humiliating or degrading.
- 3.3.6.** pressuring someone to behave inappropriately.
- 3.3.7.** isolating or excluding someone e.g. relevant meetings they should attend, work-related events
- 3.3.8.** Making unreasonable work demands or acting in an unreasonable demanding way to one person and not others.
- 3.3.9.** Deliberately withholding information that someone needs to perform their role.
- 3.3.10.** Victimising others.

What isn't bullying

A manager can make decisions about poor performance, take disciplinary action, and direct and control the way work is carried out as well as monitoring workflow/performance and providing feedback. Reasonable management action that's carried out in a reasonable way is not bullying.

An isolated incident of inappropriate or unreasonable behaviour.

The Company has the right to vary this policy at any time.