



# EPTEC GROUP

## RESPECTFUL WORKPLACE POLICY

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All employees need to treat one another with respect and dignity and have a unique role in making our business a more inspiring and rewarding place to work. Our values reinforce this commitment and are backed by our policies, procedures and practices.

### Scope

This policy applies to all employees and contractors (temporary or otherwise) engaged by Eptec. This Policy is not limited to the workplace or working hours.

### Eptec's commitment

Behaviour relating to discrimination, bullying, harassment, sexual harassment and victimisation is not tolerated or accepted at Eptec, and in many jurisdictions, is against the law. We are committed to:

- Provide a workplace that is free from discrimination, bullying, harassment, sexual harassment and victimisation and take steps to prevent inappropriate behaviours.
- Ensure our customers, suppliers and other external parties are treated by Eptec representatives in line with our policies, beliefs and values.
- Treat individuals in a non-discriminatory manner in all aspects of employment.
- Give employees the opportunity to raise issues or to make an enquiry or complaint in a reasonable and respectful manner.
- Monitor the work environment and proactively address issues;
- Comply with Commonwealth and State laws as applicable across Australia.

### Your commitment

- Treat others with dignity, fairness and respect;
- Not engage in, or encourage, any form of discrimination, bullying, harassment or sexual harassment;
- Complying with all company policies and relevant laws;
- Report any unacceptable workplace behaviour inconsistent with the values expressed by this Policy;
- Maintain confidentiality if involved in an investigation under this Policy;
- Participate in workplace behaviours training

### Breaches of this Policy

Any suspected breaches of this Policy shall be treated seriously and investigated promptly, confidentially and impartially. Employees found to have engaged in conduct in breach of this Policy shall be subject to disciplinary action up to and including termination of employment. Anyone found to abuse the Policy by raising false or deliberately misleading claim(s) will face disciplinary action.

DocuSigned by:

*Geoff Knox*

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**Geoff Knox**  
**Managing**  
**Director**