



Workplace Behaviour Policy

Workforce International (WFI) is committed to ensuring its workplace is both enjoyable and safe for all persons. To achieve this, everyone, including employees, agents and contractors at WFI must ensure that no one is harassed, bullied, discriminated against, victimised or made the subject of pranks. WFI aims to ensure that the workplace environment is conducive to good working relationships and that all persons in the workplace are not subjected to treatment or behaviour that makes them uncomfortable.

This policy (and corresponding procedure) outlines WFI's attitude towards unlawful workplace treatment including harassment, bullying, discrimination and victimisation and is not limited to a single workplace, but all workplaces that you may attend during your employment or engagement with WFI. It extends beyond the physical workplace, to any function that is connected to work (such as conferences or workplace parties) and attendance at other places that your work may require you to go.

All WFI workers, including employees, agents and contractors will respect the rights of all persons in the workplace including that of where they may be placed for any duration of time. All WFI workers are expected not to engage or encourage any of the behaviours referred to below including, harassment of any kind, bullying, discrimination and victimisation.

WFI has the responsibility to provide a workplace to its workers that is free from harassment, bullying, discrimination and victimisation. To this end, WFI will not tolerate and strictly prohibits any harassment, bullying or behaviour that breaches this policy.

WFI Managers will work to ensure that you and other employees are not exposed to workplace harassment. The Managers will personally demonstrate proper behaviour and ensure compliance with this policy.

This policy will be reviewed annually, or at the update of any applicable legislation, to ensure that it is relevant and appropriate for our workplace.

WFI Management is committed to this policy, its implementation and to ensuring a healthy and safe work environment.

This policy is aligned with our **Workplace Behaviour Procedure**, **Grievance Policy** and **Grievance Procedure**.

Chief Executive Officer – October 2017