



HARASSMENT

Anchor Marine Services actively discourages any action or behaviour that is categorised as harassment or bullying.

Harassment: An unwelcome action, conduct or behaviour that a reasonable person would find unwelcome, humiliating, intimidating or offensive.

Bullying: A repeated behaviour directed at an individual or group that is unreasonable and creates a risk to health and safety.

Constructive criticism and open discussion related to work performance or behaviour, directed at an individual or group, should not be considered harassment or bullying. Constructive criticism is intended to assist engaged persons to improve performance or workplace behaviour, and should be delivered in a manner that is not humiliating or destructive.

At all Times:

- Treat others with respect and dignity.
- Inform a person if you are upset by their actions or behaviour, inform them why you are upset and request the person to stop. If this is unsuccessful, or you feel unable to do this, inform your manager or human resources.
- Encourage an environment free from harassment, and actively discourage any harassment of bullying.
- Be prepared at all times to analyse your own behaviour and accept the need to modify behaviour in accordance with local customs or practices.

Do Not:

- Behave in a manner which a reasonable person may find offensive, insulting, intimidating, malicious or humiliating.
- Assume that what is acceptable in one culture is automatically acceptable to another.
- Make comments or jokes concerning; race, ethnicity, religion, sex, age, physical appearance or disability.
- Engage in sexual harassment.
- Display or transmit offensive materials.
- Spread malicious, derogatory, discriminatory, abusive or harassing material or rumours.