

Workplace Discrimination and Harassment Policy

Dump It recognises that the most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our company.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, colour, ancestry, national origin etc. is expressly prohibited under this policy, this incorporates equal employment opportunities.

In general, harassment means persistent and unwelcome conduct or actions on any of the base underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to

- The repeated making of unsolicited, inappropriate gestures or comments.
- The display of offensive sexually graphic materials not necessary for our work.

Harassment on any basis (race, sex, age, disability, etc.) exists whenever

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

The management has responsibility to ensure proper standards of conduct are maintained at all times in the workplace. The Manager is required to ensure that staff work areas under their control are free from harassment of any form, and that complaints are taken seriously, handled promptly, sensitively and confidentially using the Dump It internal complaints procedure.

A handwritten signature in blue ink, appearing to read "Matthew Calleija".

Matthew Calleija
Director