



Bullying and Harassment Policy

This is a high-level summary for all staff. Full details are set out in the Bullying and Harassment Policy.

Our Commitment

LSH Group Australia is committed to providing a safe, respectful and inclusive workplace where bullying, harassment, sexual harassment, discrimination and victimisation are not tolerated. Everyone has a responsibility to treat others with dignity and to contribute to a workplace that is safe and free from harm.

What This Policy Covers

This policy applies to:

- All employees, contractors and representatives
- Behaviour at work, work events, training, travel and online
- Work-related communications (email, phone, text, social media)

Unacceptable behaviour may still be covered even if it occurs outside work hours, where it impacts the workplace.

What is Workplace Bullying?

Bullying is repeated and unreasonable behaviour that creates a risk to health and safety.

Examples include:

- Persistent unwarranted criticism or undermining
 - Intimidation, threats or aggressive behaviour
 - Insults, offensive language or belittling comments
 - Social exclusion or isolation
 - Setting unreasonable or impossible deadlines
 - Withholding information needed to do your job
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What is Harassment and Sexual Harassment?

Harassment is unwelcome behaviour that offends, humiliates or intimidates someone and is linked to a protected attribute (e.g. sex, race, age, disability).

Sexual harassment includes any unwelcome sexual advance, request or conduct of a sexual nature.

Examples include:

- Offensive jokes, comments or images
 - Unwanted physical contact or invasion of personal space
 - Sexual comments about appearance or private life
 - Inappropriate emails, texts or social media messages
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What is NOT Bullying or Harassment?

- Reasonable management action carried out reasonably (e.g. performance feedback, setting goals, disciplinary action)
- Normal workplace conflict or differences of opinion

These should still be managed respectfully and early to prevent escalation.

Your Responsibilities

All staff must:

- Treat others with respect and professionalism
 - Comply with this policy and related Group policies
 - Speak up if they experience or witness inappropriate behaviour
 - Cooperate with any investigation
 - Not victimise anyone who raises a concern
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Reporting Concerns

You can raise concerns:

- Informally or formally
- With your Manager, Human Resources, or Dealer Principal

Serious matters will be handled confidentially and investigated fairly.

Support is available through the Employee Assistance Program (EAP).

Acknowledgement

I acknowledge that:

- I have read and understood the Bullying and Harassment Policy – One Page Summary;
- I understand this summary does not replace the full **Bullying and Harassment Policy**;
- I agree to comply with the full policy and all related Group policies;



- I understand that breaches of the policy may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Bullying and Harassment Policy** which is available on the intranet.