

## HARASSMENT AND BULLYING


ConvaTech Pty Ltd is committed to providing all employees with a safe and harmonious work environment to enable them to achieve their career goals. Consequently, the Company has a zero tolerance approach to any and all workplace harassment and bullying.

All ConvaTech employees are entitled to be treated fairly and to work in an environment free from harassment and bullying. ConvaTech's values encourage a culture of ethical behaviour whereby our relationships and interactions are based on mutual respect and trust. Anyone who feels they are being harassed and/or bullied can raise the matter in confidence with their manager or directly with the Company's Human Resources department.

Harassment includes inappropriate conduct which is unwelcome, demeaning, unreciprocated, intimidating and/or offensive against an individual or a group of people. Bullying is the repeated less favourable treatment of a person by another person or persons in a workplace, which is unreasonable and inappropriate.

ConvaTech has a guideline in place that details our stance on harassment and bullying and the process that needs to occur when an incident is reported. Any report of harassment and bullying will be taken seriously and a full investigation will take place. In such circumstances all parties involved will be given an opportunity to provide statements and information regarding the incident(s) prior to any determination being made. The process may also involve mediation sessions. Once all information has been gathered and is investigated an incident report will be logged within the system and appropriate action will be taken in line with legislative requirements and ConvaTech's policies and procedures

The Company's harassment and bullying policy applies to all employees in all their interactions with fellow employees, customers, suppliers and members of the public.



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