

WORKPLACE BEHAVIOUR POLICY



K999 is an integrated, multidisciplinary fabrication, construction and engineering services provider to the Energy, Resources, Infrastructure, Chemical and Processing sectors.

K999 understands the necessity to maintain a workplace free from psychosocial hazards such as discrimination, sexual harassment, bullying, victimisation or any acts of threats, violence or assault. Both physical and psychological harm can occur due to these types of behaviours. All workers in the workplace are potentially at risk.

It is a requirement of employment that this policy be adhered to.

Discrimination, sexual harassment, bullying, victimisation or any acts of threats, violence or assault; can occur from both external and internal circumstances, both in person or online.

Unacceptable behaviours include, but are not limited to, the following:

- Unlawful discrimination against other individuals based on a protected attribute defined in this policy
- Harassment
- Sexual harassment
- Sexual assault
- Physical or verbal assault
- Threatening and intimidating
- Bullying
- Stalking
- Victimisation.

There are other types of workplace behaviours which do not meet the definitions of discrimination, sexual harassment, bullying, victimisation, threats, violence or assault but still amount to unprofessional or disrespectful conduct and are inappropriate and unacceptable. This includes:

- Unreasonable behaviour that creates a risk to; or causes another person to feel unsafe
- Behaviour that involves deceit, fraud, theft or malicious damage to K999 property.

Behaviours such as these are not tolerated at K999. Issues arising from the above behaviours should be reported to your Manager or Supervisor. Incidents shall be investigated fully, and recommendations made to management.

Disciplinary action will be taken against any employee found to have breached this policy. Discipline may involve warnings, counselling or dismissal, depending upon the circumstances.

K999 reserves the right for Managers and Supervisors to give lawful directions to employees which do not constitute bullying.

Dennis Hockin

A handwritten signature in blue ink, appearing to read 'Dennis Hockin', is written over a white background.

Managing Director

K999 Engineering & Construction Co., Ltd.

March 2023