



Practon Group is committed to providing a safe and harmonious workplace for all its employees and will not tolerate any form of harassment or bullying in the workplace.

Harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their age, disability, sexual preference, religion, skin colour, ethnicity or gender. This policy applies to all Practon Group Employees, contractors and other personnel involved in activities pertaining to Practon Group.

**Strategy:**

Practon Group will achieve this objective by:

- Creating a working environment which is free from sexual harassment and where all members of staff are treated with dignity, courtesy and respect.
- Implementing training and awareness raising strategies to ensure that all employees know their rights and responsibilities.
- Providing an effective procedure for complaints, based on the principles of natural justice.
- Treating all complaints in a sensitive, fair, timely and confidential manner.
- Guaranteeing protection from any victimisation or reprisals.
- Encouraging the reporting of behaviour which breaches the sexual harassment policy.
- Promoting appropriate standards of conduct at all times.

**Implementation**

The attainment of these goals requires:

- Strong and responsive management and a united commitment from all staff.
- Monitoring the working environment to ensure that acceptable standards of conduct are observed at all times.
- Modeling appropriate behavior from Management and Staff.
- Promoting and complying with the organisation's harassment policy.

Any breach of this policy may result in disciplinary action, up to and including termination of employment.

**Mark Martin**  
*Director*  
25<sup>th</sup> May 2018

**Brady Slater**  
*Director*  
25<sup>th</sup> May 2018

**John Taylor**  
*Director*  
25<sup>th</sup> May 2018