

# Workplace Bullying Policy

## POLICY

- We are committed to providing a safe and healthy work environment.
- Bullying is unacceptable and will not be tolerated by the Company.

## SCOPE

- Company refers to all companies within the Precise Group of companies.
- This Policy covers all employees and workers of the Company and all persons performing work at the direction of, in connection with, or on behalf of the Company collectively 'workplace participants'.
- This Policy extends to all functions and places that are work related.

## LEGAL RESPONSIBILITIES

- Everyone at the workplace has a legal responsibility to prevent bullying from occurring
- Under relevant health and safety legislation (the 'Legislation') the Company has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety in the workplace
- Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the workplace

All workplace participants must also comply with any reasonable instruction given by the Company

## WHAT IS WORKPLACE BULLYING

- Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety
- It includes both physical and psychological risks and abuse
- 'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time
- 'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person

## WHAT DOES NOT CONSTITUTE WORKPLACE BULLYING

- Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback and disciplining and counselling staff.

## PROCEDURE

- If you feel comfortable doing so, you may address the issue with the person concerned, and explain that the behaviour is unwelcome and offensive and ask that it stop
- Otherwise, report the issue to your manager, the HR person, a GM, or a Director following which prompt investigation will be undertaken by HR or under HR guidance.

## EMPLOYEE OBLIGATIONS

- All employees must comply with this Policy, and should report any bullying behaviour observed in the workplace
- Managers and supervisors must ensure all staff who report to them understand their responsibility to comply with this Policy and report any bullying behaviour
- Managers and supervisors must act promptly and appropriately if they observe bullying or receive a complaint.

## POTENTIAL CONSEQUENCES OF BREACH

- If an employee breaches the Policy, he/she may be subject to disciplinary action, up to and including termination of employment
- Note that any disciplinary action is a confidential matter between the disciplined employee and the Company
- If a person makes a false complaint, or a complaint in bad faith, that person may be disciplined and may be exposed to a defamation claim.

Issued 01/07/2024

Approved by Nadeem Tayar

Managing Director