

WORKPLACE BULLYING POLICY

Definition

Acqua Drill Resources believes that all employees have an individual right to dignity at work and should be able to work in a safe working environment free of bullying or violence. Our Company is committed to providing a workplace that is free of bullying of any kind.

Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by a person or persons against another or others in the course of employment. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

Examples of workplace bullying include:

- acts of violence
- loud and abusive language
- yelling and screaming
- unexplained rages
- unjustified criticisms and insults
- constant humiliation
- unjustified threats of dismissal or other disciplinary action
- acts of sabotaging an employee's work by withholding information required to fulfil tasks
- hiding documents or equipment
- constantly changing targets or work guidelines
- overloading an employee with work and impossible deadlines
- not providing appropriate resources and training
- isolating or ignoring an employee on a constant basis
- practical joking

Bullying can take place between:

- men and women
- a worker and a manager (or supervisor)
- co-workers
- a worker and another person in the workplace (ie. visitor)
- a group of workers

Application

Whilst Acqua Drill Resources retains the legal right to direct and control how work is done and management's responsibility to monitor workflow and give feedback on performance, it is

important to differentiate between a person's legitimate authority at work and abuse or bullying.

Consequences

Workplace Bullying will not be tolerated within Acqua Drill Resources. Any Employee found to have bullied another employee, a client or supplier, is personally responsible for his or her conduct.

Appropriate disciplinary action will be taken against any employee who is found to have engaged in such behaviour. Depending on the seriousness of the incident this may include termination of employment.

The management at Acqua Drill Resources has a duty to prevent Workplace Bullying and is held responsible if it occurs, unless all reasonable steps have been taken to eliminate it in the workplace.

An employee who makes a fraudulent or vexatious complaint will face disciplinary action or termination of employment if appropriate.

Complaints Procedure

If the employee have been bullied and wishes to lodge a complaint or would like to talk to someone about it, the employee should contact the General Manager. The employee will not be penalised or victimised for making a complaint.

If the employee does make a complaint it will be dealt with promptly and impartially. Utmost confidentiality will be maintained at all times with only those people directly involved and relevant management notified of the complaint.



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