

C.E.M. Alliance is an equal opportunity employer committed to providing a safe and productive working environment for all of its employees.

C.E.M. Alliance finds any instances of bullying or harassment of employees, subcontractors, clients or customers in any of its places of work intolerable and unacceptable.

Employees found to be in breach of this policy shall face disciplinary action or termination of employment as outlined in the company "Code of Conduct" procedure.

The company actively encourages reporting of all instances of bullying and harassment in the workplace. These will be considered confidential at all times and will be investigated promptly, and outcomes reviewed and approved by the Managing Director.

In an effort to eliminate "Bullying or Harassment" within the workplace the company shall:

- Meet or exceed all requirements detailed in the Fair Work Act 2009
- Supervise, Manage and monitor all employees during all business activities
- Strive to create a working environment which is free from discrimination, bullying and harassment where all employees are treated with dignity, courtesy and respect;
- Implement awareness and education strategies to ensure that all employees know their rights and responsibilities through company inductions, communications, policies and procedures
- Provide a confidential and effective procedure for investigating and managing complaints without prejudice towards either party
- Handle all complaints in a sensitive, impartial, timely and confidential manner while providing protection from victimisation or reprisals
- Promote the values and standards of behaviour expected at all times whilst encouraging the reporting of any behaviour which is either inappropriate or breaches of this policy.

All C.E.M. Alliance employees, subcontractors, clients and customers are required to meet all statutory requirements and uphold the values and beliefs of the company while engaged in business activities.

**"This policy applies to all C.E.M. Alliance business activities"**



**GREG STEELE**  
Managing Director

06/04/21  
DATE