

Bullying and Harassment in the Workplace

1. Introduction

At Port of Auckland Limited we value our people and their wellbeing. We aim to provide a safe and comfortable working environment for all. POAL is committed to a workplace culture of respect and care, free from harassment, discrimination, bullying, violence and maliciousness. We also expect the equivalent commitment from employees, contractors or any operator conducting work on the Port.

2. Scope

This policy applies at all POAL owned sites and to everyone who works for POAL or its subsidiaries in any capacity, whether full time, part time, casual, temporary, as a contractor or operator conducting work on the Port. Under New Zealand's Employment Relations Act 2000, the Human Rights Act 1993 and the New Zealand Harassment Act 1997 (and subsequent amendments) it is unlawful for any person to cause detrimental effects on an employee's employment, job performance and/or job satisfaction.

3. Definitions

POAL considers harassment in employment to be when there is unwelcome verbal or physical conduct by one person towards another that is insulting, humiliating, degrading, malicious, intimidating or offensive. It may be a repeated or an isolated incident but is so significant that it has a detrimental effect on the conditions of an individual's employment, job performance or opportunities. It may include physical or threatening behaviour, abuse of authority, discrimination, sexual harassment, racial harassment or isolation.

Workplace bullying is unwarranted and unreasonable behaviour, which is deliberate and intended to intimidate, humiliate, undermine or is threatening, and is repeated so as to have a harmful effect upon a person's dignity, safety and well-being.

4. Actions

The Company is committed to preventing these forms of behaviour from occurring in the workplace.

Should an individual believe that they have been subjected to harassment or bullying, they need to make this known as soon as possible to one of the following:

- > Manager or Supervisor
- > Senior Manager People Capability and business Support.
- > People Capability Business Partner
- > Occupational Health Nurse
- > GM People, Foresight and Innovation
- > Chief Executive

We also encourage individuals to reference the internal POAL guidelines for resolving concerns and complaints relating to bullying and harassment. This can be located on the People & Capability Knowledge Base or can be obtained from one of those listed above.

Every complaint will be promptly and thoroughly investigated. All complaints will be treated sensitively.

Substantiated complaints of harassment or bullying constitutes serious misconduct and will not be tolerated at Port of Auckland.

Policy Owner: GM People Foresight and Innovation

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