

Bullying and Harassment Policy

Purpose

At Port of Auckland Limited (POAL) we treat people fairly and with respect. POAL is committed to a workplace that is free from bullying and harassment.

The purpose of this policy is to provide clear guidelines on:

- > Our commitment to a workplace free from Bullying and Harassment.
- > Expectations of managers and employees should they experience or observe bullying and harassment behaviour.

Scope

This policy applies to all POAL employees who are working on a full time, part time, casual or temporary basis and contractors or operators conducting work at POAL sites.

Governing Legislation and POAL Policies

Employment Relations Act 2000, Human Rights Act 1993, Harassment Act 1997

POAL Code of Conduct, Disciplinary Policy

Definitions

Bullying

Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm. Repeated behaviour is persistent and can include a range of actions. Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person.

A single incident isn't considered bullying but can escalate if ignored. Managing performance in line with business policies and processes is not bullying, providing the management actions are performed in accordance with the Manager Expectations detailed below.

Harassment

Harassment is when there is unwelcome or offensive behaviour that is repeated or is of such a significant nature to have a harmful effect, or which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment.

Policy

Port of Auckland has a zero tolerance to bullying and harassment and is committed to preventing these forms of behaviour from occurring in the workplace. All employees are encouraged to raise any behaviour that they consider meet the definitions of bullying and harassment. If employee experience or is aware of any bullying or harassment, they should raise this with their manager without delay. If required any bullying or harassment can be escalated in accordance with POAL's Speak Up Policy.

When responding to allegations of bullying and harassment the company will:

- > Treat all matters seriously and investigate promptly and impartially.
- > Ensure neither the person who complained nor the alleged bully are victimised.
- > Support all parties involved.
- > Find appropriate remedies and consequences for confirmed bullying and harassment as well as false reports.
- > Communicate the process and its outcome.
- > Ensure confidentiality.
- > Engage with specialist external advisors if required.

Substantiated complaints of harassment or bullying constitutes serious misconduct and will be handled in accordance with the Disciplinary Policy.

Manager Expectations

- > Treat each other fairly and with respect.
- > Intervene early to call out and deal with unreasonable behaviour before it escalates.
- > Take any allegations of bullying and harassment seriously by taking appropriate action.

Employee Expectations

- > Treat each other fairly and with respect.
- > Tell a manager if they experience or see any bullying or harassment behaviours.
- > Keep an eye out for colleagues, providing support when seeing a person isolated, bullied, or harassed.

Policy Owner: General Manager People, Legal and Communications

Content Manager: Head of Leadership & Culture

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