

WORKPLACE DISCRIMINATION, BULLYING AND HARASSMENT POLICY

Kinetic IT is committed to fostering a workplace free from workplace discrimination, bullying, harassment, sex-based harassment and victimisation. Every member of our organisation has a right to feel safe and respected, and in turn the responsibility to prevent workplace discrimination, bullying, harassment, sex-based harassment and victimisation.

This policy applies to employees and contractors engaged by Kinetic IT and to conduct that occurs in connection with this engagement both within physical and non-physical work and social environments. It encompasses all activity in the workplace and activity related to performance of work and delivery of services as defined under relevant State and Federal legislation. This includes elements of the employment lifecycle, such as recruitment and selection, remuneration and benefits, terms and conditions, training and development, promotion, task allocation and workload, performance management and termination.

The Company, its Managers and Leaders will support our staff to achieve the aims of this policy through:

- Modelling appropriate behaviour that encourages respectful and appropriate conduct at all levels of the organisation.
- Designing and executing our business practices, processes and decision-making systems to avoid discrimination and discourage behaviour that would cause harm.
- Providing education, communication and awareness activities for managers, leaders and staff.
- Facilitating a work environment where safe dialogue regarding discrimination, bullying, harassment, sex-based harassment and victimisation matters is welcomed.
- Establishing appropriate monitoring, reporting and escalations on organisational performance relating to areas covered by this policy, with the aim of continually improving our organisation's performance relating to these areas.
- Acting promptly and taking appropriate action when a member of the Kinetic IT organisation is subject to, or participates in, activities or behaviour that contravenes the intent of this policy.

All Kinetic IT staff and contractors are required to treat others with dignity, courtesy and respect. We expect all members of the organisation to take a proactive approach to deterring discrimination, bullying, harassment, sex-based harassment and victimisation through:

- Understanding, respecting and complying with relevant policies, guidelines, standards and related controls as defined by the company and as required by our customers and partners.
- Working day-to-day to actively create an environment that allows everyone to feel safe and respected.
- Speaking up about work practices, activity or behaviours that are counter to the intent of this policy and any related guidelines or standards.
- Actively participating in all education, communication and awareness activities and applying the information provided with positive intent.
- Not behaving in a manner that is likely to make a person feel discriminated against, bullied, harassed, sexually harassed or victimised.

All staff are entitled to raise issues or to make an enquiry or complaint in a reasonable and respectful manner. Any claim of discrimination, bullying, harassment, sex-based harassment or victimisation will be taken seriously. Any member of the organisation found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

Kinetic IT's issue resolution procedure aims to investigate claims sensitively and with discretion appropriate to the situation.



Michael North
Chief Executive Officer



David McCleery
Chairperson

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