



WORKPLACE DISCRIMINATION, BULLYING & HARASSMENT PREVENTION POLICY

Kinetic IT is committed to fostering a workplace free from workplace discrimination, bullying, harassment, sexual or sex-based harassment and victimisation. Kinetic IT takes a zero-tolerance approach to any form of behaviour that causes, or has the potential to cause, physical or psychological harm to others.

This policy applies to all Kinetic IT crew, including employees, interns, work experience students and contractors. It applies to conduct that occurs in connection with the crew member's engagement with Kinetic IT both within physical and non-physical work and social environments. This policy also covers conduct that occurs outside of working hours or interactions via social media, where such conduct is work-related or may have an impact on Kinetic IT and / or its customers.

As an employer, Kinetic IT takes seriously its duty of care to provide physically and psychologically safe workplaces, and requires all crew to uphold their own duty of care towards others. Every crew member of Kinetic IT has a right to feel safe and respected, and in turn each crew member is responsible for preventing workplace discrimination, bullying, harassment, sexual or sex-based harassment and victimisation.

Kinetic IT's workplace culture is based on fostering environments where it is safe for crew to be their unique and authentic selves, in a way that is considerate and respectful of others. Behaviour that is unwanted, that makes others feel humiliated, intimidated or marginalised may create a significant risk to psychological safety. These forms of conduct are never acceptable, and in some circumstances may be a criminal offence for which an individual may be personally liable.

Kinetic IT, its Managers and Leaders will support all crew members to achieve the aims of this policy through:

- Modelling appropriate behaviour that encourages respectful and appropriate conduct at all levels within Kinetic IT.
- Designing and executing Kinetic IT business practices, processes and decision-making systems to prevent behaviour that may cause harm.
- Encouraging crew to speak up about concerns relating to this policy and having processes in place to respond to concerns.
- Providing education, communication and awareness activities for Managers, Leaders and crew.
- Facilitating a work environment where safe dialogue regarding discrimination, bullying, harassment, sexual or sex-based harassment and victimisation matters is welcomed.
- Establishing appropriate monitoring, reporting and escalations on the company's performance relating to areas covered by this policy, with the aim of continual improvement.
- Acting promptly and taking appropriate action when a crew member is subject to, or participates in, activities or behaviour that contravene the intent of this policy.
- Taking all reasonable steps to ensuring safe, inclusive and respectful work-related social events, where any provision of alcohol is done in a responsible and moderated way.

All Kinetic IT crew members are required to treat others with dignity, courtesy and respect. We expect all crew to take a proactive approach to uphold the aims of this policy through:

- Understanding, respecting and complying with relevant policies, guidelines, standards and related controls as defined by Kinetic IT 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 Kinetic IT crew members are entitled to raise issues, make enquiries or complaints in a reasonable and respectful manner. Kinetic IT's Issue Resolution Procedure aims to address concerns sensitively and with discretion appropriate to the situation.

- Any claim of discrimination, bullying, harassment, sexual or sex-based harassment or victimisation will be taken seriously. Any crew member found to have engaged in such conduct may be subject to formal disciplinary action, which may result in termination of employment. Matters that are found to be serious misconduct may warrant summary dismissal. Additionally, Kinetic IT may have a legal or statutory obligation to report certain matters to external agencies.



Michael North
Chief Executive Officer



Rhoda Phillippo
Chairperson