



## WORKPLACE BULLYING & HARRASSMENT POLICY

Complex Solutions is committed to ensuring that any workplace for which it is responsible has a health and safe work environment that is free from bullying violence.

Bullying is unreasonable behaviour that is usually repeated over time, directed towards a worker or group of workers that creates a risk to health and safety. It is behaviour that any reasonable person would consider offensive, intimidating, humiliating or threatening.

Bullying and violence is not an acceptable part of this company's work culture. Complex Solutions expects all workers to behave in a professional manner and to treat each other with dignity and respect when they are at work.

Bullying includes but not limited to:

- Verbal abuse and yelling
- Humiliating through sarcasm, criticism or insults
- Unwarranted criticism
- Exclusion of a worker from workplace activities
- Allocation of unpleasant tasks to a particular worker
- Violent and aggressive behaviour

Complex Solutions encourages anyone who experiences bullying or violence in a workplace for which Complex Solutions is responsible or sees someone else being bullied in that workplace to report it. All reports of bullying and violence will be treated seriously and investigated promptly, confidentially and impartially. No one who reports bullying will be victimized.

Violence between workers is not tolerated under any circumstances. Managers are responsible for ensuring that no person in their group is bullied, threatened or physically hurt by other works.

Disciplinary measures will be taken against anyone who bullies or hurts a co-worker. Measures may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The contact officers at Complex Solutions are Operations Managers.

Ash Jones  
General Manager  
January 15th 2021