

Acqua Drill Resources is committed to the principle of Equal Opportunity in Employment and to providing a workplace that is free of harassment of any kind.

## Definition

Sexual harassment is conduct of a sexual nature which is unwelcome and which other employees regard as offensive, humiliating or intimidating. This harassment may also make other employees feel disadvantaged if others object to it. Sexual harassment may be deliberate or unintentional and may include, but is not limited to:

- sexually graphic displays of pinups, calendars, cartoons, graffiti and screensavers
- written messages left on boards, desks, in lockers or in e-mails
- staring or leering at a person or at parts of their body
- jokes or verbal remarks of a sexual nature
- body contact, such as rubbing, pinching, patting or massaging
- inferences regarding a person's sexual morality
- tales of sexual exploits
- repeated requests for dates/drinks
- suggestive comments about a person's appearance.

It is not sexual harassment to develop friendships or personal relationships with other people at work, which are based on mutual acceptance. However, it is important to remember that what is seen as reasonable by one person can be viewed differently by another, therefore it is important to be sensitive to these differences. It is not the intention behind the behaviour that is important, but rather the feelings of the person toward whom the behaviour is directed.

## Why is sexual harassment treated seriously?

The effects of sexual harassment on an individual can be devastating. Feelings such as intimidation, humiliation, anxiety, fear, illness, annoyance and embarrassment can be experienced. Sexual harassment can also have a negative impact on the organisation through reduction in staff morale, increased turnover, higher absenteeism and reduced productivity.

Sexual harassment is also unlawful under the Sex Discrimination Act 1984 and the Western Australian Equal Opportunity Act 1984.

## Consequences

Sexual harassment will not be tolerated within Acqua Drill Resources. Any Employee found to have sexually harassed another employee, a client or supplier, is personally responsible for his or her conduct.

Appropriate disciplinary action will be taken against any employee who is found to have engaged in sexual harassment. Depending on the seriousness of the incident this may include termination of employment.

The management at Acqua Drill Resources has a duty to prevent sexual harassment and is held responsible if it occurs, unless all reasonable steps have been taken to eliminate it in the workplace.

An employee who makes a fraudulent or vexatious complaint will face disciplinary action or termination of employment if appropriate.

## Complaints Procedure

If an employee feels they have been sexually harassed and wish to lodge a complaint or would like to talk to someone about it, the employee should contact the Operations Manager. The employee will not be penalised or victimised for making a complaint. Victimisation of a person who makes a complaint of Sexual Harassment is itself an offence under law.

If the employee does make a complaint it will be dealt with promptly and impartially. Utmost confidentiality will be maintained at all times with only those people directly involved and relevant management notified of the complaint.

Brendon Elford

**Operations Manager  
Acqua Drill Resources Pty Ltd**

A handwritten signature in black ink, appearing to read 'B Elford', written over a light blue horizontal line.