

SEXUAL HARASSMENT POLICY

Essendon Complete Trade Services Pty Ltd has a policy which prohibits sexual harassment, as it is an unacceptable form of behaviour which will not be tolerated under any circumstances. We believe that employees have the right to work in an environment which is free from sexual harassment.

Under the Federal Sex Discrimination Act harassment occurs where a person:

- Subjects another to an unsolicited and intentional act of physical intimacy; demands or requests (directly or by implication) sexual favours from another,
- On more than one occasion makes remarks pertaining to another, being a remark that has sexual connotations;

and it is reasonable in all the circumstances that the other person should feel offended, humiliated or intimidated by that conduct and that the other person is so offended.

Sexual harassment by either peers or supervisors is a form of misconduct and will not be tolerated and may result in dismissal.

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DRUGS AND ALCOHOL POLICY

Essendon Complete Trade Services Pty Ltd has a policy which bans the consumption of alcohol at the workplace for other than official Company functions.

The use of drugs of dependence is illegal and will not be tolerated.

Anyone found to be affected by alcohol or drugs will not be permitted to work whilst incapable of working safely.

Management will provide information and assistance to persons seeking help for their drug or alcohol problem.

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