



Workplace Discrimination, Harassment and Bullying Policy – Summary

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This summary is provided to ensure you are aware of the ManpowerGroup Workplace Discrimination, Harassment and Bullying Policy, scope of the policy, that there is a process covering the steps if a complaint is made and that there are consequences if allegations are substantiated.

For a copy of the full policy please contact your ManpowerGroup Consultant.

Purpose of Policy

At ManpowerGroup we are committed to providing a work environment in which is safe, pleasant and productive for everyone. This policy is aimed at ensuring that Workers including On-Hired Workers are not subjected to, nor participate in, any workplace bullying, harassment and/or discrimination. Bullying, harassment and/or discrimination in the workplace is unlawful. Not only can ManpowerGroup be held vicariously liable for a Worker's actions but the Worker themselves can be sued or prosecuted.

To be clear, ManpowerGroup will not tolerate bullying, harassment or discrimination of any kind within the workplace. Any Worker who violates this policy will be subject to appropriate disciplinary action, which may include a warning, counselling, change in duties or location or termination of employment, depending on the circumstances.

The following federal and state legislation largely governs the law surrounding bullying and harassment:

- *Sex Discrimination Act 1984* (Cth) (Sex Discrimination Act)
- *Anti-Discrimination Act 1977* (NSW);
- *Equal Opportunity Act 1995* (VIC);
- *Equal Opportunity Act 1984* (SA);
- *Equal Opportunity Act 1984* (WA);
- *Discrimination Act 1991* (ACT);
- *Anti-Discrimination Act 1991* (QLD);
- *Anti-Discrimination Act 1992* (NT);
- *Anti-Discrimination Act 1998* (TAS).

Scope

Bullying, harassment and discrimination laws and this policy are not limited to the workplace or work hours. This policy extends to all interactions with work colleagues, all functions and places that are work related, and/or at which you are or could be considered to be a representative of ManpowerGroup.

A work related function includes any function that is connected to work, for example work lunches, training events, conferences, Christmas parties and client functions. Workers (including On-hired Workers) must comply with this policy at all work related functions. The laws and this policy also apply when a Worker attends other workplaces in connection with work, for example, when visiting a client or travelling to another location for work.

This policy also relates to, but is not limited to the following types of communication:

- Verbal communication either over the telephone or in person - in the workplace, and outside of it;
- Written communication including; letters, notes, minutes of meetings etc.;
- Internal and external electronic communication including:
 - Email
 - Instant messaging services
 - Internal intranet
 - Faxes
 - Social media and networking forums including; Facebook, LinkedIn, Twitter and other forms of social media; and
 - Communications via text message.

Process

Any complaint received will be treated seriously and confidentially. The seriousness of the breach and the complainant(s) view will be taken into account when the process to be followed is decided. More details are contained in the full policy.

For the avoidance of doubt, this policy applies to all Workers including On-hired Workers of the ManpowerGroup brand family (including Manpower, Experis and ManpowerGroup Solutions) and to any other person who is notified that this policy applies to them.

If you feel like you are being bullied, harassed or discriminated against or have witnessed bullying, harassment or discrimination in the workplace please contact your ManpowerGroup Consultant immediately. They will provide you with a copy of the full Workplace Discrimination, Harassment and Bullying Policy and discuss the matter with you confidentially.

If you believe you are being bullied, harassed or discriminated against by your ManpowerGroup Consultant please contact MPHRGeneralEnquiries@au.manpower.com.