

No Bullying & Violence policy

Calix is committed to ensuring that all workers are able to work in an environment free of bullying, threatening or violent behaviour. Such behaviour will not be tolerated under any circumstances. Employees, contractors or visitors should be treated with respect at all times to maintain a safe work culture and good management standards.

This policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties and client functions

Bullying is repeated, unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour refers to the persistent nature of the behaviour and can refer to a range of behaviours over time. Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as victimising, humiliating, undermining or threatening.

Some examples of bullying include:

- Abusive, insulting or offensive language
- Spreading misinformation or rumours
- Teasing or regularly making someone the brunt of pranks or practical jokes
- Deliberately excluding, isolating or marginalising someone from normal work activities
- Deliberately denying access to information, consultation or resources

Examples of violence include;

- Strike, kicking, biting or any other type of direct physical contact
- Throwing objects
- Attacking with objects that can be used as a weapon
- Indecent physical contact

However, action to manage staff taken in a reasonable manner is not considered bullying. This includes allocating work fairly, performance reviews, providing feedback, disciplining and counselling staff.

Bullying can be direct (e.g. face-to-face) or indirect (e.g. over the phone or via text/email/social media). It may be behaviour intended to humiliate, offend, intimidate or distress, or it may be behaviour that has unintentionally led to these outcomes.

Workplace bullying can be harmful for those who experience it and those who witness it. It may cause the loss of trained and talented workers, reduce productivity and morale, and create legal risks.

Managers and supervisors are responsible for ensuring that workers are not bullied, threatened or physically hurt by other workers.

If you are bullied, threatened or physically hurt or see others bullied, threatened or physically hurt at work you must report it as soon as possible to your supervisor/manager, the Operations Manager, or the HSEQ Manager. All such matters will be referred in confidence to the HSEQ Manager.

All reports will be treated seriously and investigated promptly and fairly. There are both informal and formal options for complaint resolution. A formal investigation will be conducted for serious allegations. Managers and supervisors are responsible for maintaining confidentiality and ensuring that workers who make reports, and anyone else who may be involved, are not victimised.

Disciplinary action may be taken against anyone who bullies, threatens or is violent towards a co-worker. The approach taken will reflect the seriousness of the situation, and discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances. If you have further questions/queries regarding this matter do not hesitate to talk to your manager/HSEQ Manager.