



# No Bullying, Sexual Harassment and Violence Policy

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Calix is committed to ensuring that all workers can work in an environment free of bullying, sexual harassment, threatening or violent behaviour. Such behaviour will not be tolerated under any circumstances. Employees, contractors or visitors should be always treated with respect 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

Workplace 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
- Offending, humiliating or intimidating someone
- 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

Some examples of sexually harassing behaviour include:

- Unwelcome touching
- staring or leering
- suggestive comments or jokes
- sexually explicit pictures or posters
- unwanted invitations to go out on dates
- intrusive questions about a person's private life or body
- unnecessary familiarity, such as deliberately brushing up against a person
- sexually explicit emails or SMS text messages

Some 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

Workplace bullying, sexual harassment and violence 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

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.

Management at all levels of supervision is accountable for the following:

- Ensuring that workers are not bullied, sexually harassed, threatened or physically hurt by other workers.
- Encourage the reporting of these type of incidents and where possible, ensure the confidentiality of the person reporting so they are not victimised
- Respond and act promptly when an incident of this nature is reported
- Provide guidance to where they can seek assistance outside of work example counselling

People at Calix have a responsibility to:

- Report all bullying, sexual harassment, threatening and violent behaviours to their direct manager or SHE Manager

- A formal investigation will be conducted promptly and fairly for any allegations.

Disciplinary action may be taken against anyone who bullies, sexually harasses, 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

Signed:  Date: 15/04/2020

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**Chairman**

Signed:  Date: 15/04/2020

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**Chief Executive Office**

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