



## Workplace bullying and harassment policy

### Why do we have this policy?

Goodman is committed to providing safe, respectful and inclusive workplaces that are free from all forms of bullying, harassment and discrimination. This policy has been developed to assist team members understand what behaviour constitutes workplace bullying, harassment and discrimination. Goodman considers this behaviour to breach the Code of Conduct and such behaviour may also contravene various laws and regulations. In line with the Goodman Values, all team members are required to behave in a manner that is professional, which includes demonstrating courtesy and respect to others so that the workplace (or other relevant locations) remain positive and inclusive for all team members.

### Who does the policy apply to?

The policy applies to all directors, team members (whether permanent, temporary, contractors or secondees). It may be extended to suppliers with whom we are working with under contractual obligations.

### What does this policy cover?

This policy outlines what behaviour constitutes bullying, harassment and discrimination.

## What is workplace bullying?

Workplace bullying is behavior that is victimising, humiliating or threatening. The behavior must be **unreasonable** and **repeated** and can be intentional or unintentional. It can occur in a number of ways including electronically (via email, text, workplace messaging or telephone for example), face to face or through social media platforms.

## What are some examples of workplace bullying?

Bullying behaviour may include any of the following types of behaviour:

- + Aggressive, intimidating or belittling conduct
- + Joking, sarcasm or teasing
- + Constant unconstructive criticism
- + Placing unreasonable work demands on a team member
- + Withholding information needed by a team member to perform their role
- + Social isolation
- + Exclusion from team events
- + Exerting pressure on a team member to behave in an inappropriate manner.

## Reasonable Management Action is not bullying

Goodman operates in a commercial and competitive environment. Management action should encourage team members to achieve objectives, meet high professional standards (often with time pressures) and is aimed at enabling team members to perform at their best. This does not constitute bullying. Management action that is not carried out in a reasonable way may be considered bullying. Reasonable Management Action can include:

- + Conducting the performance management processes
- + Directing and controlling the way that work is carried out
- + Carrying out disciplinary action for misconduct.

## What is Discrimination and Harassment?

Discrimination occurs when a team member is adversely affected by unfair or unreasonable treatment on the basis of certain attributes that are protected by law. These attributes may include gender, age, race, religion, disability, parental status or status as a carer, pregnancy or breastfeeding or sexual orientation and gender identity.

Harassment can be a single incident or repeated behaviour in respect of the protected attributes that makes a person feel intimidated, insulted or humiliated. Harassment can take the form of actions, comments, physical contact or inappropriate behaviour.

Sexual harassment is a serious form of harassment. It is unwelcome behaviour of a sexual nature which could make a person feel offended, threatened, humiliated or intimidated. It can occur at work or at work-related events. A person may not necessarily voice their objections to the inappropriate behaviour but that does not mean that they are not offended by the behaviour. By way of example, it may include, but is not limited to, any of the following:

- + Sexually suggestive comments or jokes
- + Accessing or sharing inappropriate content or displaying offensive material
- + Unwanted sexual advances or actions
- + Sexually explicit emails, texts or posts on social media
- + Accessing sexually explicit internet sites.

## How do we apply this policy?

Team members are encouraged to raise any concerns of improper conduct with their direct manager, Regional CEO or regional or Group Legal, Risk or HR Executive. Where a team member witnesses bullying or harassing behaviour they are also encouraged to report this behaviour.

Any allegations of bullying, harassment or discrimination will be investigated in line with the Ethical Concerns Policy. Confidentiality will be maintained. Unnecessary breaches of confidentiality are considered a serious matter and will result in disciplinary action.

Where it is established that team members have engaged in behaviour which constitutes bullying, harassment or discrimination, disciplinary action will be taken which can include forfeiture of Short-Term Incentives ('STI') or Long-Term Incentives ('LTI'), termination of employment and/or referral of the matter to authorities where justified.

## Governance

Goodman is committed to maintaining workplaces that are inclusive and free from bullying, harassment and discrimination. This policy should also be read in conjunction with Goodman's other core policies including the Code of Conduct. This policy is available on the Goodman website and Intranet, the 'Greenroom'. This policy is covered as part of training for team members.

This policy has been approved by the Risk and Compliance Committee and is effective from February 2020. Goodman will review this policy including its effectiveness every two years or earlier in response to any significant regulatory developments.