

# Respectful Workplace Policy



We strive to have a workplace where employees treat each other with dignity, respect and consideration at all times

We do not condone behaviour that can be perceived as bullying, discrimination or harassment. We also do not tolerate behaviour, which is humiliating, intimidating or hostile, as well as any form of sexual harassment.

We will maintain standards to allow complaints of workplace bullying, harassment and discrimination to be dealt with and resolved without limiting any person's right to pursue the resolution of their complaint externally.

Unwelcome behaviours, such as those listed above, are not only unacceptable in our workplace, they may also be against the law.

Our respectful workplace principles are:

- / We maintain a workplace free of harassment and unacceptable conduct and do not tolerate such behaviour by an employee, contractor, customer, supplier or any person we deal with as part of our work. We take action to address such behaviour if we are aware of it;
- / We support those who may be affected by workplace bullying and harassment and challenge those that may be engaging in conduct that breaches this policy;
- / We base all work-related and employment decisions on merit and performance, recognising our responsibilities under our Inclusion and Diversity Policy; and
- / We are respectful of cultural differences.

Workplace bullying, harassment and discrimination have potential consequences for everyone involved and disciplinary action will be taken against anyone who is found to have breached this policy. Such disciplinary action may include a warning, counselling, transfer to another area, suspension or termination of employment, depending on the circumstances.

Everyone is responsible for upholding our principles and we encourage you to speak up about any bullying, harassment or discrimination in the workplace. There are informal and formal ways to address this properly and options include:

- / Speaking to the person in question if you feel comfortable and safe doing so;
- / Speaking to your team leader, a more senior manager or your human resources adviser; and
- / Contacting our Speak-Up Service.

This is a policy of DRA Global Limited and its controlled entities (collectively, "**DRA Group**"). It applies to all directors, employees and business partners of each member of the DRA Group and to any consultants, contractors and other third-parties notified of its application to them.

More information is available from your Manager, Human Resources representative or Health and Safety Representative as well as in our **Code of Conduct** and **Respectful Workplace Standard**.

A handwritten signature in black ink, appearing to read 'Andrew Naude'.

**Andrew Naude**  
Managing Director, DRA Global Limited  
Approved by the DRA Global Limited  
Board of Directors on 8 June 2020