



Harassment Free Workplace Policy

Caravel is committed to maintaining a workplace that is free from all forms of harassment. All Employees and Associates of the Caravel Group are required to treat each other and their clients with respect, consideration and sensitivity.

Harassment is ***unwelcome*** or ***unreciprocated behaviour*** that could make an employee, associate or client feel intimidated, offended, belittled or apprehensive in the workplace.

Harassment will not be tolerated and anyone experiencing harassment while undertaking the duties of their position must immediately advise their manager. Harassment is a breach of Caravel's Code of Conduct, and anyone who engages in harassment will be subject to disciplinary action.

Examples of harassment include;

- *Physical contact or invitations,*
- *Persistent following (Stalking)*
- *Persistent verbal abuse or threats*
- *Derogatory or dismissive comments about the personal characteristics of the person or the group to which they belong.*
- *Leering or ogling*
- *Circulating or displaying written or pictorial material that is offensive or belittling*
- *Persistently disrupting an individual's work or interfering with personal property.*
- *Unnecessary targeting of an individual and/or bullying.*

As an extension of our internal policy we recognise that the Commonwealth Sex Discrimination Act 1984 and the NSW Anti Discrimination Act 1977 declare sexual harassment to be unlawful and as such places a responsibility on the Caravel Group to protect all staff, associates and clients from sexual harassment.