

## BULLYING AND HARASMENT POLICY

**PAN PROCESS** is a specialist electro-technology business providing modern solutions based technical services incorporating innovative and fully integrated electrical, automation, control, instrumentation and communications products and services throughout Australia and the Asia-Pacific region.

**PAN PROCESS** is committed to ensuring that the working environment is free from bullying, harassment and discrimination. Discrimination, bullying or harassment will not be tolerated under any circumstances and counselling and / or disciplinary action which may include termination of employment will be taken against any employee (including contractors) found to have engaged in discriminatory or harassing behaviour.

It is emphasised that discrimination and harassment (which is a form of discrimination) is against both State and Federal Laws. Legal action may be taken against employees, contractors or the company's 'Agents' and lead to legal exposure for the company.

The company aims to:

- Create a working environment which is free from harassment and discrimination and where all members of staff are treated with dignity, courtesy and respect;
- Implement training and awareness raising strategies to ensure all employees know their rights and responsibilities;
- Provide an effective procedure for complaints;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Provide the support and resources necessary to ensure compliance with the company policy and statutory requirements;
- Guarantee protection from any victimisation or reprisals;
- Encourage the reporting of behaviour which breaches the Bullying, Harassment and Discrimination Policy;
- Promote appropriate standards of behaviour and conduct at all times;
- Ensure all suppliers, contractors, subcontractors, customers, employment agencies, labour hire firms any other relevant external personnel are made aware of the company's policy and procedures for discrimination, bullying or harassment.

Managers and Supervisors have the primary role in ensuring employees, contractors, subcontractors, clients, suppliers, etc are not bullied, harassed or discriminated against in the workplace or in connection with the company's activities. Every employee and contractor is obliged to comply with this policy and ensure they do not participate directly or indirectly in any form of discriminatory, bullish or harassing behaviour within the workplace or at any work related meeting or function.

By signing this statement we confirm our commitment to this Policy.

A blue ink signature of Dave Edwards, consisting of stylized initials and a surname.

**Dave Edwards**  
**Managing Director**  
28 November 2012

A blue ink signature of Dave Lunn, consisting of stylized initials and a surname.

**Dave Lunn**  
**Director**  
28 November 2012