

# Sexual Harrassment Policy

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At Aerco NW Electrical Pty Ltd, we are committed to fostering a workplace free from sexual harassment. We aim to create an environment where every individual feels respected, valued, and safe. This policy outlines our zero-tolerance approach to sexual harassment and the steps we take to address and prevent it.

## Our Commitment to a Harassment-Free Workplace

- **Zero Tolerance:** Aerco NW Electrical strictly prohibits any form of sexual harassment in the workplace, including during work functions, training events, business trips, and other work-related contexts.
- **Awareness and Education:** We ensure all employees understand what constitutes sexual harassment and the steps they can take to address it.
- **Confidential and Fair Processes:** Complaints of sexual harassment are treated seriously, sensitively, and confidentially, with appropriate actions taken based on the nature of the allegations.
- **Accountability:** Employees found to have engaged in sexual harassment may face disciplinary action, up to and including termination of employment.
- **Support for Victims:** We provide resources, including access to employee assistance programs, to support employees affected by sexual harassment.

## Our Objectives

- To promote a safe and respectful workplace for all employees.
- To provide clear guidelines for identifying, preventing, and addressing sexual harassment.
- To ensure employees understand their responsibilities in maintaining a harassment-free environment.
- To establish robust complaint-handling procedures that are fair, transparent, and effective.
- To foster a workplace culture of dignity, inclusion, and mutual respect.

## A Shared Responsibility

At Aerco NW Electrical, preventing sexual harassment requires collective commitment. All employees, managers, and stakeholders are expected to:

- **Executives' Role:** Lead by example, promote awareness initiatives, and ensure compliance with this policy and relevant legislation.
- **Managers' and Supervisors' Role:** Monitor workplace behavior, educate employees on appropriate conduct, and take prompt action to address any complaints or concerns.
- **Employees' Role:** Understand what constitutes sexual harassment, refrain from engaging in inappropriate behavior, and report any incidents or concerns immediately.

By adhering to this policy, Aerco NW Electrical ensures a safe, inclusive, and respectful workplace for all employees, contractors, and stakeholders.