

**AE-DOCU-011 - APPSELEC POLICIES (Rev 9)****6 DISCRIMINATION, BULLYING & HARASSMENT POLICY****6.1 Our Objective**

Appselec considers discrimination, bullying and harassment unacceptable forms of behaviour that will not be tolerated in the workplace.

Appselec is committed to providing a safe and harmonious work environment, free of discrimination and all forms of harassment including bullying.

**6.2 Achieving our Objective**

Appselec's Discrimination, Bullying and Harassment objectives will be achieved by:

- **Upon notification** of any harassment, bullying or discrimination involving any person involved, employed or under the control of Appselec, the Company management will immediately set in place a bullying, harassment and discrimination process to ensure the issues of all affected parties are reviewed in a timely, sensitive and confidential manner. Where such instances cannot be dealt with by the Company management, the appropriate authority shall be notified for immediate action.

This policy and associated procedures will be reviewed, in consultation with relevant parties, and on the occasion of any changes or amendments to the relevant legislation and/or every twelve (12) calendar months from the date promulgated.

**6.3 Understanding Discrimination**

Discrimination occurs when an employer or an employee consistently treats a person or persons with a particular personal attribute less favourably than another or others without that same attribute.

Discrimination on the following grounds is illegal:

- race or country of origin / sex or sexuality / disability / physical appearance,
- mental ability / age / marital or parental status or pregnancy,
- religion or religious belief / union membership or non-membership, or
- criminal record.

**6.4 Understanding Harassment**

Harassment is uninvited and unwelcome behaviour directed towards an employee that is intended to:

- Offend / humiliate / or intimidate, that makes the workplace uncomfortable or even intolerable.