

# BULLYING POLICY

Diatreme Resources Limited ACN 061 267 061 (**'Diatreme'**) seeks to provide a work environment that is healthy, safe and enjoyable for all. Diatreme will not tolerate workplace bullying under any circumstances.

Workplace bullying has a detrimental effect on Diatreme and its people. It can create an unsafe working environment, cause the breakdown of teams and individual relationships, increase absenteeism, effect mental health and stress, and reduce efficiency and productivity. People who are bullied can become distressed, anxious, withdrawn and can lose self-esteem and self-confidence. Workplace bullying is also in some circumstances against the law. For these reasons, Diatreme will not tolerate bullying.

Diatreme recognises that workplace bullying may involve comments and behaviours that offend some people and not others. Diatreme accepts that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of staff. This standard aims to be respectful of all staff.

Diatreme recognises that workplace bullying can take place through several different methods of communication including face to face, email, text messaging and social media platforms. As such, this Policy applies to all methods of communication and behaviours through which workplace bullying can take place.

This Policy applies to behaviours that occur:

- in connection with work, even if it occurs outside normal working hours;
- during work activities, for example, when dealing with clients, contractors, and consultants;
- at work related events and functions, for example, at Christmas parties; and
- on social media platforms where staff interact.

This Policy applies to all staff (including managers, employees, officers, potential employees, and contractors working with Diatreme (including employees of vendors)). Diatreme also expects the same standard of behaviour from its clients and visitors to its premises.

## WHAT IS WORKPLACE BULLYING?

Workplace bullying occurs when an individual, or a group of individuals, repeatedly behaves unreasonably towards a staff member, or a group of staff members, and the behaviour creates a risk to health and safety. It includes both physical and psychological behaviours.

Repeated behaviour refers to persistent behaviour taking place over more than one occasion and may involve a range of behaviours over time. However, single incidents can also present a risk to health and safety and will not be tolerated by Diatreme and may amount to misconduct leading to disciplinary action.

Unreasonable behaviour includes behaviour that a reasonable person, having regard to all the circumstances, would expect to frighten, victimise, humiliate, undermine or threaten another person.

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect).

The following are some examples of direct bullying:

- violent, aggressive, or intimidating conduct;
- belittling or humiliating comments;
- victimisation, humiliation, intimidation or threatening behaviours;
- practical jokes or initiation;
- ongoing jokes and ridicule; and
- unjustified criticism or complaints.

The following are some examples of indirect bullying:

- deliberately excluding someone from work-related activities;
- withholding information that is vital for effective work performance;
- denying access to information, supervision, consultation, or resources to the detriment of the employee;
- spreading misinformation or malicious rumours; and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular employee or employees.

Bullying can be intentional or unintentional.

Cyberbullying refers to bullying that occurs using a computer, cell phone, smartphone, tablet, pager, or other device that transmits electronic information, regardless of whether the device is owned by or located at Diatreme or connected to Diatreme network. Cyberbullying is also prohibited under this Policy.

The above examples are not an exhaustive list of bullying behaviours. They are indicative of the type of behaviours that may constitute bullying and are therefore unacceptable to Diatreme. If you are unsure whether behaviour not provided on this.

## **WHAT IS NOT WORKPLACE BULLYING?**

Reasonable management action taken by managers or supervisors to direct and control the way work is conducted is not considered to be workplace bullying if the action is taken in a reasonable and lawful way.

The following are some examples of reasonable management action:

- transferring an employee to another area or role for operational reasons;
- deciding not to select an employee for a promotion where a fair and transparent process is followed;
- informing an employee about unsatisfactory work performance in an honest, fair, and constructive way;
- informing a staff member about unreasonable behaviour in an objective and confidential way;
- implementing organisational changes or restructuring; and
- taking disciplinary action, including suspension, or terminating employment where appropriate or justified in the circumstances.

## **OTHER UNACCEPTABLE CONDUCT**

Single incidents of unreasonable behaviour (such as harassment, violence or threatening behaviour) can also present a risk to health and safety and will not be tolerated.

Workplace violence includes (but is not limited to):

- any type of direct physical contact such as punching, pushing, tripping, spitting, or blocking of someone's way; and
- any form of unwanted physical contact.

## **MANAGERS' AND SUPERVISORS' ROLES**

Managers and supervisors have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying or workplace violence and should ensure that they do not engage in any conduct of this nature themselves.

Managers and supervisors should also ensure that employees understand this Policy and consequences of non-compliance. When managers and supervisors observe workplace bullying or workplace violence occurring, they should take steps to prevent this conduct from continuing and warn the person or people involved of the consequences if the behaviour continues (including disciplinary measures up to and including termination of employment).

## **STAFF MEMBER'S ROLE**

Diatreme expects staff:

- not to engage bullying or workplace violence;
- not to aid, abet or encourage others to engage in bullying or workplace violence;
- to behave in a responsible and professional manner;
- treat others in the workplace with courtesy and respect;
- listen and respond appropriately to the views and concerns of others; and
- to be fair and honest in their dealings with others.

## **ARE YOU EXPERIENCING BULLYING OR BEING SUBJECT TO VIOLENCE?**

Complaints of bullying and workplace violence will be taken seriously.

If you make a complaint of workplace bullying or violence it will be taken seriously and will be dealt with sympathetically and in a confidential manner (except where Diatreme deems it is necessary to disclose information to properly deal with the complaint).

You will not be victimised or treated unfairly for making a genuine complaint.

Any staff member found to have fabricated a complaint may be subject to disciplinary action, up to and including termination of employment.

## **OTHER MEASURES**

Diatreme also recognises the need for open communication in the workplace. Diatreme may implement what training it considers necessary in relation to behavioural standards and where appropriate will hold meetings to address standards, expectations, and any issues. The frequency, dates and form of this training and meetings will be determined by management of Diatreme.

## CONSEQUENCES OF BREACH

Conduct described under this Policy is:

- a known risk to the health and safety of staff and other persons at work and in the workplace, and perpetrators may be subject to enforcement activity, including prosecution, by a Work Health and Safety regulator; and
- not tolerated by Diatreme and perpetrators or persons involved in perpetrating or allowing such conduct at work or in Diatreme's workplace will, having regard to the nature of the perpetrator's working arrangement with Diatreme or status as a customer or visitor at a Diatreme's workplace, be subject to:
  - disciplinary consequences, up to and including termination of employment;
  - sanctions, including termination of their engagement with Diatreme; or
  - removal or exclusion from Diatreme's workplaces.



**Neil McIntyre**

**Chief Executive Officer**

Diatreme Resources Limited

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