



WORK PLACE DISCRIMINATION AND HARASSMENT POLICY

PURPOSE:

Pharmagen is committed to provide a safe, flexible and respectful environment to its employees and business associates free from all forms of discrimination, bullying and sexual harassment.

All Pharmagen employees are required to treat others with dignity, courtesy and respect.

SCOPE:

This policy shall be applicable to:

- all staff, including: senior management, head of departments and supervisors, permanent, third party or temporary staff, apprentices, contractors, sub-contractors and vendors
- all aspects of employment, recruitment and selection, conditions and benefits, training and promotion, task allocation, shifts, leave arrangements, workload, equipment and transport
- on-site, off-site or after hours work, work-related social functions, conferences – wherever and whenever employee may be as a result of their assignments.
- Employee treatment of other colleagues, clients and of other members of the public encountered in the course of their day to day business/job interaction.

EMPLOYEES RIGHTS AND RESPONSIBILITIES:

All employees are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics
- work free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All employees are required to:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with dignity, courtesy and respect.



MANAGEMENT RESPONSIBILITY:

Senior management, managers and supervisors must also:

- model appropriate standards of behaviour
- take steps to educate and make staff aware of their obligations under this policy and the law
- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- help staff resolve complaints informally
- refer formal complaints about breaches of this policy to HR
- ensure staff who raise an issue or make a complaint are not victimised
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made

UNACCEPTABLE BEHAVIORS:

Any kind of improper behavior including (but not limited to) discrimination, bullying and sexual harassment are unacceptable at Pharmagen:

- *Unwelcome sexual advances/requests*
- Obscene gestures
- Racially offensive or derogatory comments/messages/email
- Inappropriate jokes, prank or even compliment
- Bullying other employees/business associates

Employees (including management) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

DISCRIMINATION:

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as gender, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic.

- a disability, disease or injury, including work-related injury
- race, colour, descent, or ethnic background
- age, whether young or old, or because of age in general
- gender or transgender
- religion, sect, cast, creed
- sexual orientation
- marital status, whether married, divorced, unmarried
- political opinion and affiliation
- social origin and status

BULLYING:

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

This behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may lead to bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

SEXUAL HARASSMENT

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring



- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted sexual advances
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- behaviour that may also be considered to be an offence such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

All employees have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

VICTIMISATION:

Victimisation is subjecting or threatening to subject someone to a detriment because they have made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Pharmagen has a zero tolerance approach to victimisation.

RESOLVING ISSUES:

Pharmagen strongly encourages any employee who believes they have been discriminated, bullied, sexually harassed or victimised to take appropriate action as per the procedure defined in "Grievance Handling Policy".

Staff who do not feel safe or confident to take such action may seek assistance from HR for advice and support or action on their behalf.

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