



## Workplace Bullying and Harassment Policy

### Introduction

Greenlight are committed to creating and maintaining a workplace environment which fosters mutual respect, integrity and professional conduct. In keeping with this commitment, the Company has established this Policy and a set of reporting/investigation procedures for all employees relating to the issue of workplace bullying and harassment. The Company will not tolerate bullying or harassment in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of this Policy.

### Scope

All Company employees, Directors and officers are covered by this Policy. This Policy applies to all activities which take place on the Company's premises (including interpersonal and electronic communications), or which are directly connected to the workplace and during any employment-related duties or activities, including conferences, training sessions, travel and social functions.

### Defining Workplace Bullying and Harassment

Bullying and harassment:

Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassment are often characterised through insulting, hurtful, hostile, vindictive, cruel or malicious behaviors which undermine, disrupt or negatively impact another's ability to do his or her job and results in a harmful work environment of the employee.



Bullying may be the result of deliberate intention or not. It is important to recognise that it is the impact of the behavior on others, not the intent, which determines whether or not bullying has occurred. Depending upon the severity and impact of the behavior, a single significant incident may constitute bullying, if it is found to be sufficiently offensive, threatening or intimidating.

To determine whether or not bullying has occurred, each situation must be examined reasonably and objectively, based on its specific facts.

Examples of conduct or comments which might constitute bullying and harassment include:

- verbal, written or physical threats and intimidation,
- insulting or derogatory remarks, gestures or actions,
- shouting, yelling,
- swearing and calling someone derogatory names,
- targeting an individual through persistent, unwarranted criticism,
- public ridicule,
- vandalizing personal belongings,
- spreading malicious rumours, gossip or negative innuendo,

Bullying or harassment would not include:

the normal exercise of supervisory responsibilities, including performance reviews, direction, counseling and disciplinary action where necessary, provided they are conducted in a respectful, professional manner, in accordance with the Company's policies and procedures;

- social interactions, jokes and bantering, which are mutually acceptable, provided the interactions are respectful and there is no negative impact for others in the work environment; and
- disagreements, misunderstandings, miscommunication and/or conflict situations, provided the behavior of the individuals involved remains professional and respectful.



## Employees Rights, Roles & Responsibilities

Each and every employee of the Company is expected to support the implementation of this Policy by:

- Conducting themselves in a manner which demonstrates professional conduct, mutual respect for others and which honours diversity in the workplace;
- Not engaging in the bullying and harassment of others;
- Participating fully and in good faith in any resolution process or formal complaint and investigation process where they have been identified as having potentially relevant information;
- Reporting any bullying and harassing behaviours which they experience or observe in the workplace which may be in violation of this Policy; and
- Respecting the rights to personal dignity, privacy and confidentiality pertaining to this Policy.

## Management, Roles & Responsibilities

While every employee is responsible for maintaining and contributing to an environment which is free from bullying, those in positions of authority over staff carry more responsibility than other employees within the Company's organisation. Management personnel have additional obligations to make every reasonable effort to establish and maintain a workplace free of bullying or harassment.

Related to this Policy, their responsibilities include but are not limited to:

- Ensuring that employees have full access to information regarding employer policies and standards;
- Respecting the rights of all parties to a fair, equitable and confidential process for responding to complaints;
- Providing support to all those who participate in a problem-solving process; and
- Enforcement of corrective and/or disciplinary measures, where applicable.

Garry Bygrave

Company Director