

**Incitec Pivot Limited**

**INNOVATION ON THE GROUND**

# **Anti-Discrimination and Harassment Policy**



Incitec Pivot Limited  
ABN 42 004 080 264  
Level 8, 28 Freshwater Place  
Southbank Victoria 3006  
Australia

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## **1 PURPOSE**

The purpose of this policy is to outline Incitec Pivot Limited's position on discrimination and harassment. Incitec Pivot is an equal opportunity employer committed to the development of a diverse workforce where every employee is treated fairly and with respect, and individuals are recognised and rewarded for outstanding performance and given the opportunity to reach their full potential. An environment free of discrimination and harassment is an important factor in meeting these objectives and in providing a safe environment for Personnel.

This policy covers:

- Discrimination;
- Workplace Harassment and Bullying;
- Sexual Harassment;
- Retaliation (otherwise known as Victimisation).

## **2 SCOPE**

This policy applies to all Incitec Pivot Group employees, contractors and consultants – without exception. Everyone must adhere to the principles set out in this Policy.

## **3 RESPONSIBILITIES**

### **3.1 Policy Author**

Employee Relations Manager

### **3.2 Policy Owner**

Chief People Officer

### **3.3 Approval**

This policy was approved by the Executive Team on 25 day of November, 2013, and is effective from 11th day of August, 2014.

## **4 REFERENCES**

- Regional Discrimination & Harassment Procedures
- Code of Ethics
- Dyno Nobel Employee Handbook (USA)
- Disciplinary Policy
- IT Acceptable Use Policy
- Social & Digital Media Policy
- Group Whistleblower Protection Policy

## 5 DEFINITIONS

The following definitions apply for the purposes of this Policy:

- **Bullying** – is repeated behaviour directed towards an individual or group of individuals that is unreasonable and creates a risk to health and safety, as further explained in section 6.2 below.
- **Business Units** - means any of IPL's businesses: Dyno Nobel Americas, Dyno Nobel Asia Pacific or Incitec Pivot Fertilisers.
- **Discrimination** – Discrimination occurs when a person (or a group of people) is subjected to less favourable treatment, compared to others in similar circumstances, or unfavourable treatment, because of a protected attribute, as further explained in section 6.1 below.
- **Incitec Pivot Group or IPL** – means Incitec Pivot Limited and its subsidiaries (which includes the Dyno Nobel and Incitec Pivot Fertilisers businesses).
- **Personnel** – means Incitec Pivot Group officers, employees (including prospective employees), contractors, consultants and visitors to Incitec Pivot work sites.
- **Sexual Harassment** – occurs when a person makes an unwelcome sexual advance or request for sexual favours or engages in other unwelcome conduct of a sexual nature in circumstances in which a reasonable person would anticipate that the other person would be offended, humiliated or intimidated, as further explained in section 6.3 below.
- **Victimisation or Retaliation** – Unlawful action taken against an employee for making a good-faith complaint about work-related harassment or discrimination, or for participating in an investigation into such a complaint.
- **Workplace Harassment** – is an unwelcome action, conduct or behaviour that a reasonable person would find unwelcome, humiliating, intimidating or offensive, as further explained in section 6.2 below.

## 6 POLICY

IPL is committed to providing equality of employment opportunities. Discrimination, Workplace Harassment, Bullying, Sexual Harassment and Retaliation are not acceptable, and must not be engaged in by Personnel while undertaking activities reasonably connected with the IPL Group or its operations.

Such activities may extend beyond IPL premises and may also encompass electronic communications (including email and social media). At all stages of employment (recruitment and selection, terms and conditions of work, training and professional development opportunities, promotion and transfer, retirement, retrenchment and termination) employees will be assessed on their merits and evaluated on the basis of how well they perform their duties.

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This policy should also be read in conjunction with any Regional Discrimination and Harassment Procedure and having regard to legal requirements applicable to that region. To the extent there is a conflict between this policy, the regional procedure and the applicable laws in a particular jurisdiction, the most stringent of the three will apply.

**6.1 Discrimination**

Unlawful discrimination occurs when a person (or a group of people) is subjected to less favourable treatment, compared to others in similar circumstances, or treated unfavourably because of a protected attribute. Discrimination can be direct – where a person is treated unfavourably because of an attribute – or indirect. Indirect discrimination is where a requirement, condition or practice is imposed that is not reasonable and has (or is likely to have) the effect of disadvantaging a person with that attribute – it is where a work requirement seems the same for all staff but unreasonably has a disproportionate effect on certain people or groups.

Protected attributes vary from region to region, but may broadly include:

- race or colour;
- age;
- disability or impairment;
- religious belief or activity;
- sex or gender identity;
- relationship status (including being married, single, divorced, separated, de facto or in a same sex relationship);
- sexual preference;
- pregnancy;
- family responsibilities;
- political views; and
- trade union membership or activity.

In some circumstances, discrimination relates to reasonable work requirements, and in such cases the discrimination will not be a breach of this Policy.

Where affirmative action measures are required by law, IPL will undertake such measures. Where affirmative action is permitted, IPL may undertake such action to address employment imbalances. Any such action will not constitute discrimination in breach of this Policy.

**6.2 Workplace Harassment and Bullying**

Workplace harassment relates to actions, conduct or behaviour related to a protected attribute of the recipient, and that a reasonable person having regard to all of the circumstances would consider to be unwelcome, humiliating, intimidating or offensive. For harassment to occur there does not have to be an intention to offend or harass; it is the impact of the behaviour on the person who is receiving it, together with the nature of the behaviour that determines whether it

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is harassment. Harassment often involves repeated behaviour but behaviour is not necessarily repeated in order to constitute harassment.

Bullying is described as repeated behaviour directed towards an individual or group of individuals that is unreasonable and creates a risk to health and safety (which may involve physical or psychological harm). Unreasonable behaviour is behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, threaten or intimidate another person.

Harassment and Bullying are often overlapping concepts, and sometimes bullying can be a form of harassment. Both Workplace Harassment and Bullying have the effect of creating an intimidating, hostile or offensive work environment.

Feedback or counselling on work performance or work-related behaviour that is conducted in a reasonable manner does not constitute workplace harassment. Reasonable advice, counselling and remedial actions taken to improve the performance or behaviours of an individual or group are important and legitimate management activities.

### **6.3 Sexual Harassment**

Sexual harassment is any form of unwelcome sexual attention which a reasonable person would anticipate that the other person would be offended, humiliated or intimidated by. It may be experienced by women or men.

Sexual harassment is against the law wherever and whenever it occurs including:

- work contexts such as conferences, work functions and business trips; and
- through electronic communications or other inappropriate use of IT (for example displaying inappropriate content on a computer screen).

Sexual harassment has nothing to do with attraction or flirtation that is invited, mutual, consensual or reciprocated. Unwelcome behaviour is conduct or behaviour that is uninvited, unwanted and unreciprocated, whereas mutual attraction is not unwelcome behaviour and would not be expected to offend, humiliate or intimidate.

Sexual harassment does not have to be repeated or continuous to be against the law. Some actions or remarks are so offensive that they constitute sexual harassment in themselves, even if they are not repeated. Other single incidents, such as an unwanted invitation or compliment, may not be sexual harassment.

Some forms of workplace harassment or sexual harassment, such as assault, physical molestation, stalking, sexual assault and indecent exposure, may also be criminal offences and should be reported to the police.

The person being harassed does not need to tell the harasser that the behaviour is unwelcome in order for the behaviour to constitute sexual harassment. Many people find it difficult to speak up.

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**6.4 Retaliation (otherwise known as Victimisation)**

Threats or acts of retaliation or retribution against Personnel because they have made, or intend to make a complaint relating to harassment or discrimination or who have participated or intend to participate in an investigation relating to harassment or discrimination is unlawful conduct. If any such threat or act is made against you, you should immediately bring it to the attention of your supervisor, your supervisor's manager or the appropriate HR representative.

**7 ROLES ACCOUNTABILITIES****7.1 Employee**

Responsible for:

- Reading and understanding your obligations and rights set out in this policy and any underpinning regional procedure;
- Conducting yourself at work and at work related activities in line with the requirements of this policy and proactively promoting its contents with colleagues;
- Where feasible, seeking to address behaviour that breaches this policy directly with the individual concerned;
- Supporting colleagues to conduct themselves in line with the policy and procedures;
- Immediately notifying your supervisor or manager of any conduct that you believe breaches this policy;
- Being prepared to adapt your behaviour to accommodate local custom and practice if you are required to travel for work related purposes.

**7.2 Manager**

Responsible for:

- Ensuring all members of your team have read and understood the contents of this policy and any underpinning procedure;
- Ensuring your employees conduct the required online and/or face to face training delivered in support of this content on the periodic basis determined;
- Setting a good example of professional behaviour and establishing high standards of behaviour in the workplace;
- Providing employees who are required to travel for work to international destinations with the appropriate cross-cultural training; and
- Taking all formal complaints seriously and engaging Human Resources immediately in order to commence appropriate investigations/enquiries.

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**7.3 Human Resources**

Responsible for:

- Supporting leaders and employees on any questions or concerns regarding this policy; and
- Where required, managing investigations in a fair, impartial and timely manner.

**8 POLICY BREACHES / EXCEPTIONS**

IPL will not tolerate discrimination in employment, employee-related decisions, or in business dealings. We also have a zero tolerance approach to established cases of workplace and sexual harassment. All employees found to have breached this policy will be subject to disciplinary action, which may include termination where the case against the employee has been established. Dealing with Complaints

If an employee believes they are being discriminated against or harassed at work, Incitec Pivot encourages the employee to initially address the issue directly with the other party engaging in that behaviour.

If the employee does not feel able to address the concern directly with the other employee or is not satisfied with the response, then they are encouraged to progress the matter with their supervisor, the supervisor's manager or relevant

Employees may also progress complaints through the Whistleblower's reporting mechanisms in accordance with the Group Whistleblower Protection Policy.

**8.2 Approval process for exceptions to policy**

Where an exception to this policy is required, it must be authorised in writing by Chief People Officer.

**8.3 Exceptions to be recorded**

All exceptions to this policy must be recorded, and taken into account during the periodic review of the policy.

**9 POLICY REVIEW****9.1 Frequency of review**

This policy is to be reviewed annually. At this time all policy exceptions should be considered to ensure that the policy continues to meet the strategic objectives of IPL.

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**9.2 Review History**

<b>REVIEWED BY</b>	<b>POSITION</b>	<b>DATE</b>
Michele Mauger	Chief People Officer	1 June 2021