

Purpose

These guidelines outline HydroChem's commitment to maintaining a safe, ethical, inclusive and productive workplace. The guidelines comply with its obligations under Workplace Health and Safety Act and Anti-Discrimination Act as they apply in each State.

Definitions

Employee Any person employed directly by HydroChem.

Contractor Any person contracted directly or via a third party who carries out work in any capacity under the direction of HydroChem or an authorised officer.

Workplace Any physical location in which the employee is discharging their duties or engaging in work-related activities. This includes company vehicles and field locations. Work-related activities include conferences, training, work social functions and business or field trips.

Summary

These guidelines:

- apply to all employees and contractors of HydroChem;
- outline the roles and responsibilities of all employees in contributing to a safe, ethical, inclusive and productive workplace;
- provide information on what type of behaviours are inconsistent with a safe, ethical, inclusive and productive workplace.

Respectful Workplaces

A respectful workplace is one where all employees are treated fairly; differences are acknowledged and valued; communication is open and courteous; conflict is addressed early; and there is a culture of cooperation.

Benefits of a Respectful Workplace

- Workplace harmony and reduced complaints.
- A workforce that is capable, productive and adaptable.
- A more innovative organisation.
- Improved health and well-being of employees.
- Greater capacity to attract and retain the best people and be seen by the community as an employer of choice.

Behaviour Standards

Any person covered under this Guideline is required to ensure that their behaviour is consistent with the following:

- Interacting with others in a courteous and polite manner that does not interfere with the health, safety and comfort of others;
- Communicating in a clear, calm and professional manner to others;
- Being open to and accepting that others have different experiences, skills, attributes and views on life and work;
- Being approachable, considerate and honest when dealing with others;
- Dealing with conflict situations as they arise, in a manner that achieves timely resolution and is open and respectful.

Workplace Equity

HydroChem embraces a culture that values diversity and respect for all employees. Workplace Equity involves behaviour under one or more of the following categories and results in a person, or a group of people, being treated less favourably than others because of their background or certain personal characteristics, including

- race, including colour, national or ethnic origin or immigrant status
- religion, age, disability, gender, sex, pregnancy or marital status.

Behaviours that are not acceptable at HydroChem include:

- bullying
- harassment, including sexual
- discrimination
- vilification
- victimisation

Discrimination Laws

Discrimination in the area of employment is against the law (covered under the Australian Human Rights Commission Act (1986). A number of the areas identified in that legislation are also covered by the Fair Work Act 2009, as well as state and territory laws. For more information, please follow this link:

<https://www.humanrights.gov.au/our-work/employers/workplace-discrimination-harassment-and-bullying>

Responsibilities

Each individual is responsible for:

- Recognising their individual role and contributing to and maintaining a respectful and positive workplace culture;
- Taking responsibility for their own actions and behaviour in the workplace and where the actions of others are disagreeable, attempt to resolve issues as early as possible in a respectful and courteous way;
- Report to an appropriate supervisor/manager, any behaviour against another person that they observe in the workplace that may amount to bullying, discrimination, harassment, vilification or victimisation as defined in the relevant Acts;
- Seek advice if they do not understand any aspect of these guidelines.

Managers, Supervisors and Team Leaders are responsible for:

- Providing a safe work environment that enables employees to carry out their work responsibilities free of negative workplace behaviours;
- Adopting proactive strategies to prevent negative workplace behaviours;
- “Leading the way” by being good role models of respectful workplace behaviour and conduct;
- Continual monitoring of the work environment to ensure that high standards of respectful workplace behaviour are observed (including monitoring of indicators of negative workplace behaviour which may include, EG low morale, increased absenteeism, staff turnover and conflict);
- Ensuring employees in their teams understand their responsibilities under this Guideline.



Nick Duncan

CEO