



## Harassment/Discrimination

ASP Ship Management is committed to taking all reasonable steps to prevent Harassment/Discrimination so as to provide a safe, comfortable and productive work environment.

Workplace and work related Harassment/Discrimination impinges on a person's rights and is prohibited by law. It can result in low staff morale, poor work performance, absenteeism, increased sick leave, and risks to health and safety, accidents, resignations and an intimidating unproductive work environment. It can also result in legal action against the harasser, their immediate supervisor and manager, and the organization.

ASP Ship Management will not tolerate Harassment/Discrimination. Any issues or complaints of Harassment/Discrimination will be treated in a timely, serious and confidential manner. In proven instances of Harassment/Discrimination, disciplinary action will be taken.

When an alleged or proven incident of Harassment/Discrimination also equates to a criminal offence, it is generally the choice of the individual as to whether or not to report the incident to the police. ASP Ship Management will support any person wishing to report a workplace or work related matter of Harassment/Discrimination to the police. Irrespective of whether a matter is reported to the police or not, ASP Ship Management will ensure all matters of Harassment/Discrimination are fully and impartially investigated.

Defamation laws act as a deterrent to the making of false or vexatious Harassment/Discrimination complaints. If however a complaint is found to have been made with deliberate malice and inappropriate intent, disciplinary action will be taken. A person against whom a false complaint is made, may also have grounds for independent defamation action.

This Harassment/Discrimination policy extends to all employees, supervisors, managers, contractors, consultants and board members, acknowledging the right of all to a professional and supportive working environment.

In addition this policy requires all employees, supervisors, managers, contractors, consultants and board members to adhere to federal, state and territory laws prohibiting workplace and work related Harassment/Discrimination. Every individual is legally responsible, and will be held accountable for their own behaviour at work, or outside of work when representing the organization.

Issued by:

**David Hutchinson**  
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18<sup>th</sup> May 2009

Authorised by:

**David Borcoski**  
**Group Managing Director**

18<sup>th</sup> May 2009

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