Sexual Harassment Policy

ISS is committed to achieving and maintaining workplaces that are free from all forms of sexual harassment.

**Sexual Harassment** is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances. Some examples of sexual harassment can be:

- unwelcome touching, hugging or kissing
- staring or leering
- suggestive comments or jokes
- sexually explicit pictures, screen savers or posters
- unwanted invitations to go out on dates or requests for sex
- intrusive questions about an employee's private life or body
- unnecessary familiarity, such as deliberately brushing up against someone
- insults or taunts of a sexual nature
- sexually explicit emails or SMS messages
- accessing sexually explicit internet sites
- inappropriate advances on social networking sites
- behaviour which would also be an offence under the criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment can cause severe psychological injuries and will not be tolerated by ISS.

Managers and Supervisors have the responsibility to implement and enforce ISS’s Sexual Harassment Policy. This means ensuring:

- All staff are aware of the appropriate standard of conduct in the workplace.
- All staff are aware they have access to senior managers to discuss any form of sexual harassment in confidence.
- All allegations are promptly and thoroughly investigated.
- The person making the allegation and any witnesses will not be victimised in any way.
- All employees are aware that legislation makes sexual harassment in the workplace unlawful.

Managers and Supervisors MUST:

- Set an example by their own behaviour.
- Take immediate and appropriate corrective action if they become aware of any offensive behaviour.

If you believe you are being treated unfairly, discriminated against or sexually harassed you need to take the following action:

- If you can, try to resolve the problem yourself with the person(s) involved;
- If not, or if the behaviour continues, tell your Supervisor or Manager, or contact the People Manager or another management representative at your Regional or National Office.

For further details refer to the Grievance Policy. You may also contact your Union if you are a member.

Any breach of this policy may lead to disciplinary action up to and including termination of employment.

SCOTT DAVIES
CHIEF EXECUTIVE OFFICER
ISS AUSTRALIA and ISS NEW ZEALAND
1 JANUARY 2016