



NON-HARASSMENT POLICY

ADG is committed to providing and maintaining a non-discriminatory workplace that is free of any form of harassment and to upholding national and local laws pertaining to harassment. Harassment will not be tolerated under any circumstances and it is expected that all Company workplace participants will adhere to this policy. Workplace participants include managers, employees, clients, contractors, labour hire agency casuals and people on work and industrial experience.

At **ADG** we value the diversity of our workforce and respect the differences between employees, recognising that each person has individual talents and skills to bring to their job. We believe that all workplace participants are entitled to operate in an environment in which they can enjoy their work and their relationships with their colleagues, free from unwanted harassment of any kind.

Harassment is defined as any behaviour that is unwelcome and is based on a person's sex, pregnancy, marital status, race, disability, age or sexuality. Harassment will usually be repeated behaviour, but can also consist of a single act that has the effect of offending, humiliating or intimidating the person at whom it is directed.

Employee induction programs are to include details on what constitutes harassment in the workplace and the processes available to employees and managers for reporting and investigating harassment. Any **ADG** Manager, supervisor or other employee found responsible for harassing another workplace participant will be subject to appropriate disciplinary action, up to and including termination of employment.

Managers and supervisors are responsible for ensuring that harassment does not occur in the workplace. Any work participant who feels as though they have been subjected to harassment of any kind should advise their supervisor, Manager or other nominated company officer immediately so that a confidential unbiased investigation can be conducted to establish the claim.

ADG will not tolerate or permit retaliation by any manager, supervisor or employee against anyone who has made a bona fide complaint.

A handwritten signature in black ink, appearing to read 'Joseph Ruggier', written in a cursive style.

Joseph Ruggier
Director
February 2010