

BULLYING AND HARASSMENT

Pacific Mining Parts also known collectively PMP Group (the “Company”) is committed to the provision of a fair, healthy, and safe workplace in which everyone is treated with dignity and respect and in which no individual or group feels bullied, threatened, or intimidated.

SCOPE

This policy applies to all related companies under governance of PMP Group, their employees, contractors, stakeholders, and any other individuals who interact with the Company in any capacity in all jurisdictions the Company operates in.

DEFINITIONS

Bullying:- Bullying refers to any repeated, unwelcome, and inappropriate behaviour, such as intimidation, humiliation, or ridicule towards an individual which impacts the wellbeing of an individual and creates a hostile, offensive, or uncomfortable work environment.

Harassment:- is any unwelcome behaviour that would make a reasonable person feel offended, humiliated or intimidated. Also, when a person is treated less favourably on the basis of certain personal characteristics, such as race, sex, pregnancy, marital status, breastfeeding, age, disability, sexual orientation, gender identity or intersex status. Some limited exemptions and exceptions apply.

Harassment can include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunts about someone’s race
- asking intrusive questions about someone’s personal life, including his or her sex life.

PRINCIPLES

The Company does not condone bullying and harassment in all its forms.

Employees who experience or witness bullying, or harassment are encouraged to report it promptly to their direct Supervisor or Manager. Reports of bullying or harassment can be made informally, or formally by submitting the details in writing. All Reports will be thoroughly investigated following the Grievance Procedure and will be treated with confidentiality.

The Company is committed to conducting a fair and impartial investigation into all reported incidents of bullying and harassment. Investigations will be conducted as discreetly as possible to protect the privacy of all parties involved.

Individuals found to have engaged in bullying or harassment may be subject to disciplinary action, up to and including termination of employment, depending on the severity of the offence.

Retaliation against individuals who report bullying or harassment or participate in an investigation is strictly prohibited and will be treated as a violation of this policy.

DISCIPLINARY ACTION

If the report concludes that the findings are reasonably true, appropriate action will be taken against the offender in accordance with the Company's procedures.

False reporting will also be treated as a form of bullying and harassment with appropriate disciplinary action undertaken accordance with the Company's procedures.

PREVENTION AND TRAINING

The Company will provide training to employees, contractors and Supervisors to raise awareness of bullying and harassment in the workplace, to promote a culture of respect, and ensure compliance with this policy.

COMPLIANCE

Failure to comply with this Bullying and Harassment Policy may result in disciplinary action, up to and including termination of employment and/or contract.

The Company is dedicated to fostering a workplace that is free from bullying and harassment. This policy represents our commitment to maintaining a respectful and inclusive environment for all.

The Company will periodically review and update this policy to ensure ongoing compliance.

Signed

Signed with Odoo Sign

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Duncan Scott



Grant Jones

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Chris Henderson