



SEXUAL HARASSMENT POLICY

Carpentaria Exploration Limited (CAP) considers sexual harassment an unacceptable form of behavior, which will not be tolerated under any circumstances. CAP believes that all people have the right to work in an environment, which is free of sexual harassment.

Under the Equal Opportunity Act (1995) and the Commonwealth Sex Discrimination Act (1984), sexual harassment is illegal.

Managers and other supervisors of staff are required to ensure that all employees are treated fairly and equitably and are not subject to harassment. They will also ensure that complainants and witnesses are not victimized in any way.

Any reports of sexual harassment will be treated seriously and sympathetically by this Company, and will be investigated thoroughly and confidentially. Disciplinary action will be taken against anyone found to be guilty of sexually harassing a co-worker.

What is Sexual Harassment?

Sexual harassment is any deliberate verbal or physical sexual conduct that is unwelcome and uninvited.

It has nothing to do with mutual attraction or genuine affection between people. Such friendships, whether sexual or not, are a private concern.

- Leering, patting, pinching, touching or unnecessary familiarity.
- Persistent demands for sexual favors or outings.
- Displays of offensive posters, pictures or graffiti.
- Dirty jokes, derogatory comments, offensive written messages, or offensive telephone calls.

If such behavior makes you feel:

- offended and humiliated;
- intimidated and frightened; and/or
- uncomfortable at work;

then it is against the law.

What can you do if you are being Sexually Harassed?

If you experience harassment of this nature there are a number of alternative approaches you may take:

- Tell the alleged offender that you object to the behaviour and do not want it repeated.
- OR**
- Write to the alleged offender outlining the cause for complaint and requesting that the behaviour stop.

If this does not resolve the situation, or you do not feel able to do this, you may need help.

Discuss the situation with the Sexual Harassment Counsellor, your supervisor or the harasser's supervisor.

OR

- Contact the Sexual Harassment Complaints Officer, in CAP that is the Company Secretary, who will deal with the complaint.

OR

- Contact your union for advice.

OR

- Contact the Office of Workplace, Industrial Relations, Discrimination, Dispute Advice

Free Advice Seven Days a Week

Call the office

1300 766 700

**All states, all cities
Australia Wide**

All written complaints to the Equal Opportunity Commission are handled through what is known as the "conciliation process". This process is confidential. It does not mean going to court. The aim of conciliation is to settle the complaint as informally as possible.

However, if conciliation is not successful, you can request that the case be referred to the Equal Opportunity Board which can hand down a legally enforceable decision.

You should keep notes of all incidents – date, time, place, witnesses, what was said or done. This will be valuable information if you desire to take the matter further.

Who can you go to for advice or to lodge a complaint?

The following people have been nominated to advise on and/or investigate complaints of sexual harassment.

Sexual Harassment Counsellor - **TBA**

Name: _____

Position: _____

Location: _____

Telephone: _____

Sexual Harassment Complaints Officer(s)

Name: Chris Powell _____

Position: Company Secretary _____

Location: Brisbane Head Office _____

Telephone: 0432 800016 _____

Name: _____

Position: _____

Location: _____

Telephone: _____

Do not ignore sexual harassment thinking it will go away. Silence gives the impression that sexual harassment is acceptable.

This company is committed to providing an environment which is safe for its employees and free of sexual harassment. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

Your support is sought in monitoring and avoiding practices, attitudes and traditions which lead to harassment.

Signed: _____

Position: _____

Date: _____