

## HARASSMENT AND BULLYING POLICY

### Policy Statement

This Harassment and Bullying Policy (**Policy**) is included in the WHS Manual.

Eastern Metals Limited, its subsidiaries and associated entities (**Eastern Metals**) believe all forms of harassment and bullying are unacceptable and will not be tolerated.

This comprises any behaviour that intimidates, offends, degrades, insults or humiliates a worker, possibly in front of co-workers, clients or customers and which includes physical or psychological behaviour.

Eastern Metals Limited, is committed to a workplace where all people are treated with respect and that it is free from any form of unlawful behaviour, including discrimination, harassment, victimization and bullying.

Eastern Metals endeavours to ensure that none of its workers engage in unwelcome or uninvited conduct that targets a person because of a personal characteristic, or focuses on a personal characteristic such as race, gender, disability, sexuality or age and which causes another to feel offended, embarrassed, humiliated or intimidated where a reasonable person would, in the circumstances, anticipate that the person would feel that way.

All Eastern Metals workers have a responsibility to:

- Comply with this Policy;
- Treat everybody they deal with during the course of their work in a professional, fair, courteous and respectful manner; and
- Offer support to anyone who feels they have been exposed to inappropriate workplace behaviour and encourage them to report the behaviour and seek help.

### Complaints procedure

All complaints relating to an allegation of discrimination, harassment or bullying will be investigated and will be handled in a timely, confidential and sensitive manner.

Eastern Metals encourages its workers to first report a breach or suspected breach of this Policy to your immediate supervisor. If this is not possible for any reason, the matter should be raised with a General Manager, Executive Director, Company Secretary, Chief Financial Officer (**CFO**) or the Chairman.

Eastern Metals will work with you to determine the best approach to deal with the matter. This may include a meeting with you and members of the senior management team to discuss the allegations and consider what action should be taken to resolve matters.

The type of action taken will vary depending on the nature of specific allegations, but may include:

- an informal approach to the perpetrator
- individual counselling being offered to one or both parties as appropriate
- formal disciplinary action (e.g. warning, suspension or dismissal).

The Company takes all allegations of discrimination, harassment and bullying seriously.

Eastern Metals will not tolerate retaliation or victimization against anyone who raises a genuine concern under this Policy or assist with an investigation.

**REVIEW**

The Board will regularly assess this Whistleblower Policy to ensure continuing adequacy and appropriateness.

Date adopted:

22 July 2021