

Dexus Corporate Policy

Workplace Behaviour

1. Purpose

Dexus is committed to providing a working environment that is safe and free of all forms of unlawful discrimination, harassment, victimisation and bullying. It is Dexus' expectation that its employees and contractors will treat each other with respect and dignity and behave in a professional manner at all times.

Accordingly, the purpose of this policy is to outline expectations around workplace behaviour and provide guidance about:

- Conduct that may constitute unlawful discrimination, harassment, victimisation and bullying
- The processes in place to deal with complaints relating to unlawful discrimination, harassment, victimisation and bullying and
- The consequences of breaching this policy.

2. Who does this Policy affect?

This policy applies to all Dexus employees and contractors (together, **Workplace Participants**).

This policy applies across all work-related activities and is not restricted to the physical workplace. The policy applies to work related functions such as Christmas parties, company drinks, farewell functions, work lunches, client or service provider functions, business trips, working away from the office, conferences and attendance at training courses.

3. What happens if this Policy is breached?

You are required to report all incidents you believe may be in breach of this policy to your Manager or People & Culture. Steps to support the timely resolution and escalation of grievances are outlined in the Grievance Procedure. Anonymous disclosure can also be made to Your-Call (details are provided below).

A breach of this Policy may constitute a breach of legislation exposing Dexus and you to the risk of fines and penalties. A breach of this policy may also result in disciplinary action, up to and including the termination of your employment or engagement.

Dexus takes all complaints of inappropriate workplace behaviour seriously. If a Workplace Participant makes a false complaint or makes a complaint in bad faith, they too may be subject to disciplinary action, up to and including the termination of their employment or engagement.

4. Discrimination

Discrimination is treating one person or group less favourably than another.

There are a number of Federal and State laws which make discrimination unlawful on a variety of grounds, including (but not limited to):

- Gender, marital status, pregnancy, potential pregnancy, breastfeeding, parental status or family responsibilities
- Sexual orientation, gender identity, lawful sexual activity or trans-sexuality
- Race, colour, descent, nationality, national origin, ethnicity or religion
- Disability or impairment
- Physical features
- Age
- Political or religious belief or activity
- Trade union membership, union or industrial activity or membership of an employee or employer organisation
- Responsibilities as a carer or

- Discrimination because of who you are related to or who you associate with.

Direct discrimination occurs when someone is treated less favourably because of their sex, age, racial group etc. An example of direct discrimination would be an employee missing out on an internal promotion because they are considered too old for the job or because of their responsibilities as a carer.

Indirect discrimination occurs when everyone is treated on the same terms according to a rule, policy or company directive which has the effect of being less favourable to people of a particular sex, age group, race, religion, and which is not reasonable in all the circumstances. An example of indirect discrimination would be a "last on first off" policy in relation to redundancy.

Discrimination does not need to be intentional or deliberate. It does not matter why you do it, or that you did not know it was against the law.

5. Harassment

Particular forms of harassment are expressly stated to be unlawful, such as racial harassment, disability harassment and sexual harassment.

In general, harassment is any form of behaviour that is not wanted, not asked for, and that a reasonable person would have anticipated would humiliate, offend or intimidate someone.

Types of harassment include (but are not limited to):

- Sexual harassment
- Jokes based on race, sexuality, pregnancy, disability or gender identity
- Verbal abuse or comments that degrade or stereotype people because of their race, sexuality, pregnancy, disability, or gender identity
- Unwarranted personal questions in regard to personal life, sexual orientation, or gender identity which are intended to ridicule or intimidate
- Constant innuendo or suggestive language pertaining to sexual orientation, gender identity, intersex status or trans identity
- Mimicking someone's accent, or the habits of someone with a disability
- Offensive gestures based on race, sexuality, pregnancy, disability, or gender identity
- Offensive or derogatory comments about an individual placed on social media
- Ignoring or isolating a person or group because of their race, sexuality, pregnancy, disability or
- The display or circulation of racist, pornographic or other offensive material in the workplace.

You do not need to intend to offend, humiliate or intimidate for your behaviour to be against the law.

We expect all employees to treat each other, our customers, our clients and our service providers with respect and courtesy at all times.

6. Sexual harassment

Sexual harassment is a form of harassment which the law expressly prohibits.

Unlawful sexual harassment includes (but not limited to):

- Pressure or demands for dates or sexual favours
- Unnecessary familiarity (e.g. deliberately brushing against a person or constantly staring at a person or leering in a sexual manner)
- Unwanted physical contact (e.g. touching)
- Sexual jokes or innuendo
- Offensive telephone calls or text messages or social media posts
- Offensive sexual gestures
- Unwelcome comments or intrusive questions or remarks about a person's sexual activities or private life
- Display or circulation of sexually explicit material, including magazines, posters, pictures, electronic images or messages or
- Sexual assault.

It is important to understand that some of these forms of sexual harassment may also constitute criminal behaviour and as such may be treated as a criminal offence and referred to a law enforcement agency.

You should take care before engaging in conduct you believe to be welcome or consensual. Always remember that some people may not feel comfortable telling you that your behaviour is offending them and is not welcome.

If you do not feel comfortable with the behaviour of another employee you should raise the issue with your Manager, a member of the People & Culture team.

Workplace relationships must be reported to People & Culture in accordance with our **Code of Conduct Policy**.

7. Bullying

Workplace bullying is repeated behaviour that a reasonable person, would perceive to be humiliating, intimidating, undermining or threatening or which causes risk to health or safety.

The following types of behaviour, where repeated as part of a pattern of behaviour, would be considered to be bullying:

- Verbal abuse
- The use of offensive language
- Exploiting or isolating employees
- Persistent teasing, joking or holding a person up to ridicule
- Speaking to an employee or individual in the workplace in a manner which is sarcastic, or which is designed to humiliate
- Sending (or posting on social media) offensive or humiliating emails
- Assigning meaningless tasks unrelated to the job
- Deliberately changing working hours to inconvenience particular employees
- Deliberately withholding information that is vital for effective work performance or
- Sabotaging another employee's work.

Some instances of bullying can amount to unlawful discrimination or harassment.

It is important to remember that reasonable management action does not constitute bullying. It is reasonable for managers and supervisors to allocate work and give feedback on work performance.

Examples of reasonable management action include (but are not limited to):

- setting realistic and achievable performance goals, standards and deadlines; and
- informing an employee about unsatisfactory work performance in an honest and constructive way (and implementing performance management processes where deemed to be required)

8. Victimisation

Victimisation occurs when a person is treated or threatened to be treated in an adverse manner as a result of making a complaint under this policy. Victimisation also occurs when adverse treatment arises because a person has supported the complaint of another.

As with discrimination generally, motive is irrelevant. A claim of victimisation can be made even if the act of threatened victimisation is not carried out.

It is unacceptable for any person to be treated differently on the basis that he or she exercised his or her legal right under equal employment opportunity law or helped someone else to do so.

You should also be aware that immediate disciplinary action will be taken against anyone who victimises or retaliates against a person who has claimed harassment, bullying or discrimination.

9. Drugs and alcohol

Dexus provide a safe working environment by minimising risks and hazards that can arise from the irresponsible use of alcohol and drugs in the workplace.

While you have a responsibility to comply with the law, you also have a duty of care for your own safety and that of your colleagues. If you attend work under the influence of drugs or alcohol, you will be breaching this duty.

No Workforce Participant is permitted to attend or remain at work under the influence of alcohol or illicit drugs.

If you are required to use medication prescribed by your doctor or healthcare provider, you should be aware of possible side effects and potential dangers of remaining at work whilst using such medication. If you are required to take medication which affects, or has the potential to affect, your ability to perform your job safely, you must inform your Manager or People and Culture of the need to use such medication.

In the context of work-related functions, such as Christmas parties and work-related social events, there may be occasions when alcohol is served. You are required to exercise judgment and maintain your professionalism at all such events. It is up to you to ensure that you do not consume an excessive amount of alcohol. If it is determined that you have consumed an excessive amount of alcohol, you will be asked to leave the function.

You are encouraged to advise People & Culture if you have a drug or alcohol related problem. As far as possible, we will assist you in seeking out specialised counselling, treatment and rehabilitation.

Given your continued co-operation, we will make a genuine effort to maintain ongoing employment although we reserve the right to take other action as required.

10. Employee Assistance Program (EAP)

The EAP is a counselling and advisory service for all employees and their families, offering professional assistance for personal or work-related problems. The service is provided by qualified external consultants who are completely independent of Dexus.

The service is confidential and aimed at enhancing your wellbeing, both personally and in the workplace. You are encouraged to use this service to help resolve any problems that may be causing you or your family concern.

Full details of the EAP are located on the intranet.

11. Disclosure Management Service

To assist in the notification process, Dexus has also appointed an independent disclosure management service provider, Your-Call, to enable Workplace Participants to report securely, anonymously and confidentially information about dishonesty, fraud, unsafe environments, unethical and other inappropriate behaviour in the workplace.

Workplace Participants will not be disadvantaged or prejudiced as a result of making such a complaint or disclosure and anonymity will be maintained. However, maintaining anonymity may impact Dexus' ability to investigate the matter fully.

Employees can complete an online form on the Your-Call website at yourcall.com.au/report or make a report by calling 1300 798 228 between 9.00am and midnight AEST Monday to Friday (excluding public holidays).

To complete an online report, log on to the "Your-Call" website and click on the "make a report" button (top right hand side of the screen). Follow the prompts after entering Dexus' ID: DEXU5000. You will be asked to supply your information on an electronic form which is entirely between you and Your-Call. Your identity and privacy will be protected.

12. Additional Information

If you have any questions rising from this Policy, please contact either the Head of Governance or Head of People & Culture.

Document Control Log

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4	People and Culture	Scott Mahony Leigh Braddick	Head of Governance Head of People & Culture	11 December 2019
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