

Respectful Work Policy

1. Purpose

Dexus is committed to providing a safe working environment that is free of all forms of discrimination, harassment (including sexual harassment and sex-based harassment), hostility, victimisation, bullying, aggression, and violence.

We expect all employees (and any other person to whom this Policy applies) to behave in a professional manner and treat each other with dignity and respect at all times, and to speak up when they see unacceptable or inappropriate behaviour taking place in the workplace or in connection with the workplace.

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

- the types of behaviours that are considered unacceptable or inappropriate.
- help our employees recognise and call out poor behaviour; and
- provide employees with practical options to raise and address any concerns they may have.

2. Who does this policy affect and when does it apply

This policy applies to all Dexus employees, directors, contractors, service providers and other workers (including student placements, volunteers, interns and apprentices) at all locations throughout Australia and abroad (including but not limited to, New Zealand and Singapore).

This policy applies to all activities, conduct and behaviours during work or in connection to the workplace including (but not limited to):

- during normal work hours, including when working from home;
- carrying out work duties, at work-related events, including social functions, conferences or business trips, that may be outside of work hours;
- at non-work-related events such as social gatherings that may be in connection to employment;
- when using Dexus equipment or facilities, including computers, email and phones;
- when using social media platforms and/or online messaging services; and
- when completing any duties in connection to Dexus.

For employees of Dexus, compliance with this policy is a condition of your employment or engagement with Dexus. However, the content of this policy is not incorporated into any contract of employment or engagement.

While we seek to engage with partners who share our values and the standards set out in this policy, nothing in this Policy is intended to create a relationship of employment, agent, or contractor/principal between Dexus and any employee of an unrelated company, contractor, or client.

3. How do I recognise unacceptable behaviour?

Unacceptable behaviour is the collective term used within this Policy for any conduct that is inconsistent with Dexus being a professional, safe and inclusive place to work or that demonstrates a lack of respect or fairness in the way people are treated at, or in connection with, work, including in work-related settings.

Any unacceptable behaviour will not be tolerated and is prohibited under this Policy. Dexus takes all complaints of unacceptable workplace behaviour seriously – it's contrary to our values and in some cases is prohibited under Australian legislation and is unlawful.

Examples of unacceptable behaviour includes discrimination, bullying, harassment (including sexual harassment and sex-based harassment), hostile work environments, victimisation, and vilification. These types of unacceptable behaviour are set out in further detail below.

The intention of the person carrying out the unacceptable behaviour, does not matter. Even if a person's behaviour was not meant to offend, humiliate, or intimidate, it may still be considered unacceptable behaviour.

4. Discrimination

Discrimination is treating or proposing to treat someone less favourably than another person because of a personal characteristic or attribute protected by law. It is unlawful to discriminate against someone because of a protected personal characteristic or attribute.

Protected personal characteristics and attributes under Australian state and federal discrimination law include, but are not limited to:

Marital status, pregnancy, potential pregnancy, breastfeeding, parental status, family, or carer's responsibilities:

- Sex, sexual orientation, gender identity / expression, intersex status, lawful sexual activity, or trans-sexuality
- Race, colour, descent, nationality, national and/or social origin, ethnicity, or religion.
- Physical or mental disability or impairment
- Age
- Political or religious belief or activity
- Trade union membership, union or industrial activity or membership of an employee or employer organisation
- Experiencing family and domestic violence
- Employment activity
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above characteristics or attributes.
- Any other characteristic or attribute protected by law.

Direct discrimination occurs when a person or group is treated (or proposed to be treated) less favourably than another person or group because of a personal characteristic or attribute protected by law. For example, an employee missing out on an internal promotion because they are considered too old for the job.

Indirect discrimination occurs where rules, policies, or company directives, which appear on their face to be non-discriminatory, have the effect of being less favourable to people or a group because of a personal characteristic or attribute protected by law when compared to another person or group. An example of indirect discrimination could be scheduling a 7am team meeting which could limit the attendance by employees with carer's responsibilities.

Discrimination does not need to be intentional or deliberate. Discrimination can be isolated or once off.

5. Harassment

Harassment is unwelcome and unreasonable conduct towards another person because the other person has a particular characteristic or attribute, in circumstances where a reasonable person, would have anticipated that the other person would be offended, intimidated, humiliated, or which makes the workplace uncomfortable and hostile for other workers.

Harassment can be physical, spoken or written. It can include but is not limited to:

- intimidation, verbal abuse, repeated threats, or ridicule
- sending offensive messages by text, email, or other means
- derogatory comments
- displaying offensive materials, pictures, comments, or objects
- ridiculing someone because of their accent or English-speaking ability
- telling offensive jokes or making practical jokes based on a protected characteristic
- belittling or teasing someone based on a protected characteristic
- isolating, segregating, or humiliating someone based on a protected characteristic

Harassment may occur as a single incident or as a series of incidents. The harassment may be subtle and implicit, rather than explicit and can involve an abuse of power or trust that is directed at a person who is unable to stop the behaviour.

6. Sexual Harassment

Sexual harassment occurs where a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
- engages in other unwelcome conduct of a sexual nature in relation to the other person, in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would feel offended, humiliated, or intimidated.

Sexual harassment can take many forms – obvious or indirect, physical or verbal, and can be perpetrated by all genders. Examples of unlawful sexual harassment include (but not limited to):

- Unwelcome sexual advances
- Staring or leering at a person or parts of their body
- Pressure or demands for dates or sexual favours
- Repeatedly asking someone on a date after previous refusal and unwelcome requests for any activity that is sexual in nature
- Unwanted physical contact (e.g. deliberately brushing against a person, touching, pinching, kissing, or invading someone's personal space)
- Sexual jokes or innuendo
- 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 electronic images or messages.
- Indecent exposure
- Sexual assault

Just because someone does not object to inappropriate or unacceptable behaviour in the workplace at the time does not mean that they are consenting to the behaviour. Behaviour can still be considered sexual harassment even if:

- It is a one-off incident – repeated conduct is not necessary.
- The person engaging in the behaviour did not intend to humiliate, intimidate, or offend.
- Other people in the workplace are not offended by the behaviour.
- The behaviour was previously an accepted practice in the workplace.

All incidents of sexual harassment – no matter how big or small or who is involved – should be reported to ensure any unacceptable behaviour is not repeated.

Some types of sexual harassment may also be offences under criminal law, for example sexual assault or indecent exposure. Such behaviour, if suspected, may be reported to the police.

Dexus also has a duty under the *Sex Discrimination Act 1984 (Cth)* (**SDA**) to take reasonable and proportionate measures to eliminate, as far as possible, sexual harassment and other similar conduct contrary to Australian state and federal laws. Dexus takes its legal obligations very seriously and is committed to ensuring an environment free of conduct that is prohibited by this Policy.

There are however behaviours which do not constitute sexual harassment, such as conduct based on mutual attraction, friendship and consensual relationships. A reminder that all consensual workplace relationships must be reported to People & Culture in accordance with our Code of Conduct Policy

7. Sex-based harassment

Sex-based harassment is where a person engages in unwelcome conduct, of a demeaning nature, by reason of a person's:

- sex
- a characteristic that is generally linked to the person's sex; or
- a characteristic that is generally attributed to the person's sex,

in circumstances in which a reasonable person would have anticipated the possibility that the person harassed would be offended, humiliated and intimidated.

Examples of what may constitute sex-based harassment include making sexist or misogynistic remarks.

8. Bullying

Workplace bullying is repeated behaviour (whether intentional or not) that a reasonable person, having regard to all of the circumstances, would anticipate is unreasonable, including behaviour that is humiliating, intimidating, undermining, victimising or threatening and which presents a risk to a person's health and safety (whether psychological or physical).

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time. A single incident of unreasonable behaviour is not normally considered to be workplace bullying however it may have the potential to escalate and should not be ignored.

The following types of behaviour, where repeated as part of a pattern of behaviour, may constitute bullying:

- Verbal or physical 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 offensive or humiliating emails
- Posting offensive or humiliating content on social media
- 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 also amount to discrimination or harassment

9. Hostile work environment

It is unlawful to subject another person to a workplace environment that is hostile.

A hostile workplace environment on the grounds of sex occurs when a person engages in conduct at the workplace that a reasonable person would anticipate creates an offensive, intimidating, or humiliating environment for another person based on their sex or sex-associated characteristics. Sexual harassment can also happen where a work environment or culture is sexually charged or 'hostile'.

The conduct does not need to be directed at one person – it is conduct resulting in an offensive, intimidating or humiliating environment for people of one sex.

Examples of sex-based conduct that may result in a hostile workplace environment include but are not limited to:

- Showing sexually obscene or pornographic materials
- General sexual banter and inuendo
- Offensive jokes which results in one sex feeling unwelcome or excluded

10. Victimisation and vilification

Victimisation occurs when a person is unreasonably subjected (or threatened to be subjected to) a detriment because they have (or propose to):

- made a complaint of unacceptable workplace behaviour
- participated or assisted in an investigation into inappropriate workplace behaviour; or
- otherwise asserted their rights under this Policy or their legal rights

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.

Vilification is publicly inciting hatred, serious contempt or severe ridicule of or offending, humiliating, insulting, intimidating a person on the basis of a personal characteristic or attribute. Serious vilification

means knowing, intentional or reckless vilification that involves threatening or inciting others to threaten physical harm towards a person or group of persons or property and is a criminal offence.

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.

11. What is not considered unacceptable workplace behaviour?

Reasonable and legitimate management action, typically taken by managers in relation to how work is performed, is not unacceptable workplace behaviour. The two should not be confused.

It is reasonable for managers to allocate work and give feedback on work performance. Other examples of reasonable and legitimate management action include (but are not limited to):

- Setting realistic and achievable performance goals, standards, and deadlines and guidelines
- Informing an employee about unsatisfactory work performance in an honest and constructive way (and implementing performance management processes where deemed appropriate)
- Reasonable disciplinary action for unsatisfactory performance or misconduct
- Not promoting an employee when a reasonable process is followed and documented
- Implementing organisational changes such as restricting or transferring someone for operational reasons

12. Roles and responsibilities

Dexus is committed to creating and maintaining an environment that is respectful and inclusive, where people understand and adopt appropriate standards of behaviours, attitudes and conduct, and feel empowered to speak up, intervene and act against unacceptable conduct.

To support this, everyone to whom this Policy applies to must:

- Comply with this and other relevant policies of Dexus
- Treat others (including colleagues, clients, suppliers and the public with whom they come into contact with) in a professional, fair and respectful manner and with dignity, courtesy and respect
- Act with integrity and ensure all decisions you make are consistent with creating an inclusive culture that reflects our values
- Support a working environment free from unacceptable workplace behaviour, including that outlined in this Policy
- Encourage and contribute to the reporting of behaviour which breaches this Policy
- Not report a false accusation
- Attend and participate in training and remain up to date on this Policy
- Maintain confidentiality if they provide information during an investigation

In addition, Dexus and Dexus management must:

- Comply with legal obligations to prevent sexual harassment, bullying, discrimination and other similar conduct in the workplace and work-related settings in accordance with applicable laws
- Monitor and supervise the working environment to ensure appropriate standards of conduct
- Conduct ongoing and regular training to ensure everyone knows their rights and responsibilities under this Policy
- Model appropriate behaviour
- Communicate and promote the principles of this Policy within the organisation
- Deal with concerns seriously, confidentially and in a timely manner taking into account the circumstances
- Exercise appropriate authority if management observe, or are informed of, unacceptable behaviour in the workplace or work-related environment and escalate matters where appropriate
- Prioritise the care and support of those impacted when responding to issues raised or observed

It's everyone's responsibility to help support a culture of respect, inclusion and quality, so you are encouraged to speak up if you experience or witness behaviour inconsistent with this Policy.

13. Speaking up and Reporting Unacceptable Behaviour

Our commitment to a safe and respectful work environment extends beyond physical safety. Dexus recognises that inappropriate behaviour can be harmful and can discourage employees from speaking up.

If you experience or witness unacceptable behaviour in connection with your work or engagement with Dexus, we encourage you to speak up.

If you're comfortable doing so, you can make it clear to the person that their behaviour is unwelcome and / or offensive and ask them to stop. If the behaviour continues, or you feel unable to directly approach the person who is behaving inappropriately, then there are multiple avenues to report unacceptable behaviour. This includes (but are not limited to):

- Your Manager
- People & Culture: The People & Culture team are available to support everyone in navigating concerns, reports or incidents involving unacceptable conduct.
- Your Call (Whistleblower): Your Call is an independent confidential complaints handling service hosted by an external company. To understand what type of concerns should be raised with Your Call, refer to our Whistleblower Policy. Where you identify a serious matter that doesn't seem right, for example a potential breach of the law or our policies, including suspected fraud or corruption, or need to raise an issue anonymously, call 1300 790 228 between 9.00am and midnight AEST Monday to Friday (excluding public holidays).
- Dexus' Grievance Resolution Guidelines: Where a concern of unacceptable behaviour is raised under this Policy, Dexus will assess and determine the most appropriate method for addressing the concern under this Policy, in accordance with Dexus' Grievance Resolution Guidelines. This may include informal or facilitated discussion, mediation or an internal or external investigation. Generally, attempts will be made to resolve the complaint or report on an informal basis. However, a formal resolution process such as an investigation may be preferable or required in certain circumstances.

Dexus will ensure that any report of unacceptable behaviour is dealt with seriously and in a timely manner, taking into account the circumstances. Reports will also be treated confidentially, to the extent permitted by law and as is reasonably practicable to maintain confidentiality.

By respectfully calling out inappropriate behaviour when experienced or witnessed, employees contribute to a positive workplace culture and role-model respect and conduct that aligns with our values. This aligns with our existing workplace health and safety obligations and fosters a sense of belonging where everyone feels comfortable voicing concerns.

14. What happens if this Policy is breached

Dexus expects you to understand what acceptable behaviour in the workplace is, comply with this Policy, and conduct yourself in an appropriate manner in the workplace.

A breach of this Policy may result in disciplinary action, up to and including the termination of your employment or engagement. Other outcomes may include conciliation / mediation, counselling, training and awareness raising sessions, formal warnings and apologies.

Dexus may also take disciplinary action (including up to termination of employment or engagement) in response to unsubstantiated complaints that have been raised vexatiously or in bad faith.

A breach of this Policy may also constitute a breach of discrimination and work health and safety laws and other applicable legislation, exposing both Dexus and you to the risk of fines and penalties.

Certain forms of behaviour prohibited under this Policy, such as sexual harassment, may also constitute criminal behaviour and may be a criminal offence. In these circumstances, impacted individuals may choose to report the incident to the police. In some cases, Dexus may also need to report the matter to police.

Irrespective of whether a matter is reported to the police, Dexus will manage all issues of inappropriate conduct in accordance with the policy (unless it considers it appropriate in the circumstances to adopt a different approach) and the law.

You are required to report all incidents you believe may be in breach of this Policy, the details of which can be found in this Policy. Significant breaches will be reported to the relevant Board Committee and the Board.

15. Australian legislation and Related Policies

This Policy applies internationally (including but not limited to New Zealand and Singapore). Much of the unacceptable behaviour (including discrimination, harassment, sexual harassment, sex-based harassment, hostile work environments, and bullying) is unlawful under Australian state/territory and federal legislation.

These include:

- Sex Discrimination Act 1984 (Cth) (SDA);
- Racial Discrimination Act 1975 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Age Discrimination Act 2004 (Cth);
- Australian Human Rights Commission Act 1986 (Cth);
- Fair Work Act 2009 (Cth);
- Anti-Discrimination Act 1977 (NSW);
- Anti-Discrimination Act 1991 (Qld);
- Anti-Discrimination Act 1992 (NT);
- Anti-Discrimination Act 1998 (Tas);
- Equal Opportunity Act 1984 (SA);
- Equal Opportunity Act 1984 (WA);
- Equal Opportunity Act 2010 (Vic);
- Racial and Religious Tolerance Act 2001 (Vic);
- Discrimination Act 1991 (ACT);
- Work Health and Safety Act 2011 (NSW);
- Work Health and Safety Act 2011 (Qld);
- Work Health and Safety (National Uniform Legislation) Act 2011 (NT);
- Work Health and Safety Act 2012 (Tas);
- Work Health and Safety Act 2012 (SA);
- Work Health and Safety Act 2020 (WA);
- Occupational Health and Safety Act 2004 (Vic); and
- Work Health and Safety Act 2011 (ACT).

Related Dexus Policies and Procedures include:

- [Employee Code of Conduct](#)
- [Grievance Resolution Guidelines](#)

16. Additional Support

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

In addition, you may access Dexus' Employee Assistance Program – Benestar Employee Assistance Program (EAP).

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. EAP can be contacted on the following numbers:

Australia: 1300 360 364

New Zealand: 0800 360 364

International: +61 2 8295 2292

You can also report a concern externally within Australia, for external advice and support via:

- reporting sexual harassment to the police.
- the Australian Human Rights Commission or an equivalent State tribunal.
- the Fair Work Commission or Fair Work Ombudsman.
- the relevant work health and safety authority in your state.
- your local FSU office or a legal practitioner.
- 1800RESPECT for 24/7 confidential sexual assault and family and domestic violence counselling via phone and online chat (www.1800respect.org.au; 1800 737 732);
- 13YARN for 24/7 confidential crisis support for Aboriginal and Torres Strait Islanders, run by Aboriginal and Torres Strait islander people.
- Lifeline for 24/7 crisis support and suicide prevention (www.lifeline.org.au; 13 11 14).
- Beyond Blue for mental health support (www.beyondblue.org.au; 1300 224 636)

17. Approving Authority

Dexus may vary, amend, alter, suspend, remove or replace its policies at its discretion from time to time.

Version	Document Owner	Author	Approving Authority	Approved Date
1	People & Culture	Alexandra Quirk, Employee Relations Manager	Chief People Officer	29 August 2024