



HARASSMENT & DISCRIMINATION POLICY

O'Donnell Griffin is committed to ensuring that the working environment is free from harassment and discrimination. Discrimination or harassment will not be tolerated under any circumstances and counselling and/or disciplinary action will be taken against any employee (including contractors) found to have engaged in discriminatory or harassing behaviour which may include termination of employment.

It is emphasised that discrimination and harassment (which is a form of discrimination) is against both Federal and State Laws. Legal action may be taken against employees, contractors or the company's "agents" and lead to legal exposure for the company.

The Company aims to:

- Create a working environment, which is free from discrimination and harassment and where all members of staff are treated with dignity, courtesy and respect;
- Implement training and awareness raising strategies to ensure that all employees know their rights and responsibilities;
- Provide an effective procedure for complaints;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Provide the support and resources necessary to ensure compliance with Company and statutory requirements;
- Guarantee protection from any victimisation or reprisals;
- Encourage the reporting of behaviour which breaches the discrimination and harassment policy by the company employee concerned, manager or supervisors or any staff member who observe the behaviour;
- Promote appropriate standards of conduct at all times; and
- Ensure all suppliers sub contractors, customers, employment agencies, labour hire firms and any other external relevant personnel are made aware of the company's policy and procedures for discrimination and harassment.

Managers and Supervisors have the primary role in ensuring employees, contractors, clients, suppliers etc are not harassed or discriminated against within the workplace or "in connection with" the company. Every employee and contractor is obliged to comply with this policy and procedure and ensure they do not participate directly or indirectly, in any form of discriminatory or harassing behaviour within the workplace or at any work related meeting or function.

This signed statement confirms our personal commitment to this Policy.

A handwritten signature in black ink, appearing to read 'David Rafter'.

David Rafter

Chief Executive, Norfolk Electrical & Communications and Norfolk International.

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