

RESPECTFUL CONDUCT AND INCLUSION POLICY



Purpose

To define The Protech Group's (Protech) commitment to a safe, respectful and inclusive workplace that is free from discrimination, harassment, bullying and victimisation, and to uphold equal employment opportunity.

Scope

This policy applies to all Protech Group employees including both internal and field employees, regardless of role, location, or employment type while engaged in any work or activities connected to the Protech Group or its associated entities.

Objectives

Protech is committed to fostering a safe, respectful and inclusive workplace in line with relevant state and federal legislation; promoting equal opportunity through fair, merit-based practices; preventing discrimination by addressing conscious and unconscious bias; upholding clear behavioural standards; ensuring all employees understand their responsibilities and how to report concerns; providing training and resources to support; maintain processes to suitably respond and address breaches; ; and continuously improving Respect@Work initiatives through review.

Responsibilities

All employees are required to act in accordance with this policy, including standards relating to discrimination, harassment, bullying, victimisation and equal opportunity. Breaches of this policy, including condoning unreasonable, inappropriate or unlawful conduct, may result in disciplinary action, up to and including termination. Specifically:

Protech	<ul style="list-style-type: none">• Proactively prevent discrimination, harassment, bullying, victimisation and inequality;• Ensure training, resources and clear behaviour standards are provided for all employees;• Handle complaints promptly, confidentially, impartially and take appropriate action;• Maintain clear procedures, and ensure all employees are aware of how to access them, and• Regularly review and update this policy to reflect legislative changes and organisation learnings.
Management	<ul style="list-style-type: none">• Model safe, respectful and inclusive behaviour, recognising their influence and responsibility to set and uphold the highest standards for conduct, culture and accountability;• Proactively monitor workplace culture, enforce this policy and take timely and appropriate action to prevent or address conduct that breaches the standards outlined in this policy and Protech's values and code of behaviour, and• Respond to concerns promptly, confidentially and fairly in accordance with Protech's procedures and legal obligations. Maintain appropriate records of any actions taken.
Employees	<ul style="list-style-type: none">• Comply with this policy and relevant client specific policies, Protech's code of behaviour and all relevant state and federal legislation;• Consistently demonstrate safe, respectful and inclusive conduct;• Participate in training and apply learnings to uphold a respectful workplace;• Report incidents or concerns promptly and appropriately, whether experienced or witnessed, and• Cooperate with investigations and maintain confidentiality.

Commitment

Protech Management, employees and stakeholders are committed to:

- Championing respectful, inclusive and lawful behaviour and setting clear expectations to stakeholders;
- Ensure where issues arise parties involved are offered support and are treated with sensitivity and respect;
- Where investigations are required principles of natural justice and procedural fairness will be followed to the extent that circumstances require, and
- Matters will be dealt with proportionately and with consideration given to the conduct and impact on others.

Approval

Marc Meili
Managing Director

OCC SERVICES
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QUANTUM
SAFETY

DREAMPATH

Doc No. Revision:
POL_0054_2.0

Previous Doc. No.:
POL_0054_1.0

Doc Owner:
EXEC

Approver & Issue Date:
MM 28-Jul-2025

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