

## **ANZ Equal Opportunity, Bullying & Unlawful Harassment Policy Summary**

### **What is the purpose of this policy?**

ANZ recognises the right of all people to work in an environment that is harmonious and free from unlawful discrimination or harassment, bullying, and victimisation (collectively known as "Unacceptable Conduct") at work.

We also recognise the right of people who deal with us during the course of our work not to be subjected to Unacceptable Conduct.

We are committed to:

- treating all people with dignity and respect;
- providing our staff, customers and visitors with an environment free from any form of Unacceptable Conduct; and
- taking appropriate action against any staff member who breaches this policy.

The purpose of this policy is to encourage a workplace culture based on ANZ's values and to prevent Unacceptable Conduct. This policy also sets out the processes and options available to staff who encounter such behaviour.

### **How does this policy apply?**

This policy applies to the conduct of everyone working at ANZ (whether or not they are ANZ staff). This policy applies equally to the treatment of our employees, agents, contractors, customers, clients and visitors.

### **Employee assistance program**

Employees may use the confidential Employee Assistance Program (EAP) to seek professional counselling on any work related or non-work related matter. EAP services are provided by external providers who have been chosen for their professionalism and the availability of their services in both metropolitan and regional areas.

### **What happens if an employee breaches this policy?**

ANZ does not tolerate any form of unlawful discrimination, harassment, bullying or victimisation. Anyone who engages in Unacceptable Conduct in breach of this policy will face disciplinary action which may include a verbal or written warning and in serious cases, or cases of repeated behaviour, termination of employment or engagement.

### **Contact Officers**

If a staff member needs to ask any questions about Unacceptable Conduct they may contact their line manager, People Capital Adviser or Consultant or an ANZ Contact Officer.

ANZ Contact Officers are available to provide information about ANZ's equal opportunity, harassment, bullying and victimisation policies and to discuss options available to staff members who may have a complaint.