

Anti-Harassment Policy

1. Purpose

Coffee on Cue Pty Ltd is committed to creating and maintaining a work environment in which all individuals are treated with dignity and respect. The company is committed to ensuring that the work environment is free from any form of harassment, whether based on race, gender, religion, national origin, age, disability, or any other legally protected characteristic.

2. Policy Statement

Coffee on Cue prohibits harassment in any form, including verbal, physical, and visual harassment. We will take all necessary measures to prevent and stop the occurrence of inappropriate behavior in the workplace. Everyone in the company is expected to uphold this policy and to help create a safe working environment.

3. Scope

This policy applies to all employees, contractors, consultants, temporary workers, and anyone who has a professional association with Coffee on Cue Pty Ltd, including visitors and clients.

4. Definition of Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, sex, national origin, age, disability, religion, or any other basis protected by law. Harassment includes behaviors like jokes, slurs, excessive teasing, insults, derogatory comments, and nonverbal gestures that are offensive or unwelcome.

5. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

6. Reporting Procedure

- Employees who feel that they have been harassed should report the matter immediately to their supervisor, the Human Resources (HR) department, or any member of management with whom they feel comfortable.
- All complaints of harassment will be treated seriously and processed promptly. Confidentiality will be maintained to the extent possible within the limitations of the law and the need to conduct a thorough investigation.

7. Investigation

- A thorough investigation of the allegation will take place, led by HR or an appointed investigator.
- Appropriate measures will be taken to separate the complainant and the alleged harasser during the investigation period if necessary.

8. Remedial Actions

- If the investigation determines that harassment has occurred, prompt remedial action will be taken.
- Remedial actions might include, but are not limited to, training, counseling, disciplinary actions up to and including termination, and other steps necessary to stop the harassment and prevent its recurrence.

9. Protection Against Retaliation

- Coffee on Cue prohibits retaliation against any employee who reports harassment or participates in an investigation.
- Any retaliation is subject to disciplinary action, including termination.

10. Training

- All employees will receive training on recognizing and preventing harassment as part of their induction and regularly thereafter.

11. Policy Review

- This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our employees.