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## ANTI-DISCRIMINATION, ANTI-HARASSMENT, BULLYING POLICY AND PROCEDURES

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### Purpose

The purpose of this policy is to ensure that Trendie is a workplace where all individuals feel safe, valued, and respected. We are committed to fostering an inclusive and respectful work environment that actively prevents and addresses any forms of discrimination, harassment, or bullying. This policy sets out our commitment to equality, diversity, and fairness, and outlines the procedures we will follow to deal with any concerns or complaints.

### Scope

This policy applies to all individuals working at Trendie, including full-time, part-time, temporary, casual, contract staff, and volunteers. It covers behaviour not only in the workplace but also in all work-related settings, including social gatherings, business trips, training sessions, conferences, and online communications. It is essential that all employees understand and adhere to the principles outlined in this policy, ensuring a positive and respectful work environment for all.

### Policy Statement

Trendie is committed to maintaining a workplace where discrimination, harassment, and bullying are not tolerated. We uphold the principles of equality and respect, and we expect all employees to contribute to a work culture free from any form of unfair treatment or abuse. Our commitment is to create an environment where every individual feels valued and empowered to perform their duties without fear of discrimination, harassment, or bullying.

### Definitions

- **Discrimination:**  
Discrimination occurs when an individual is treated less favourably or unfairly because of characteristics such as race, gender, age, disability, religion, sexual orientation, or any other attribute protected by law. Discrimination can manifest in various forms, including but not limited to recruitment practices, promotion opportunities, job assignments, and workplace terms and conditions.



- **Harassment:**

Harassment involves unwelcome behaviour that offends, humiliates, or intimidates an individual. This can be in the form of verbal, physical, or visual actions, including derogatory remarks, physical contact, offensive jokes, or inappropriate gestures. Harassment can occur in person or through digital communication platforms, and it is considered unacceptable in any form.

- **Bullying:**

Bullying is defined as repeated, unreasonable behaviour directed toward an individual or group that poses a risk to their health and safety. It includes actions such as verbal abuse, exclusion, spreading rumours, or deliberately undermining someone's work performance. Bullying can significantly impact an individual's mental and physical well-being, as well as the overall work environment.

## Procedures

- **Reporting:**

Employees who believe they have experienced or witnessed discrimination, harassment, or bullying are encouraged to report the incident promptly. Reports can be made to an immediate manager, the HR department, or a designated officer. We assure confidentiality and a sensitive approach to all complaints, ensuring that details are only shared with those involved in the investigation process.

- **Investigation:**

Upon receiving a report, Trendie will initiate a prompt and thorough investigation, following a fair and impartial process. The investigation will involve gathering relevant information, interviewing involved parties, and reviewing evidence to determine the validity of the complaint. Both the complainant and the respondent will be kept informed of the investigation's progress and outcome.

- **Resolution and Action:**

If the investigation confirms that discrimination, harassment, or bullying has occurred, appropriate corrective action will be taken. This may include disciplinary action, up to and including termination of employment. Trendie is committed to ensuring that corrective measures are in place to prevent recurrence and to support affected individuals.



- **Support Services:**

Employees involved in a complaint, whether as a complainant, respondent, or witness, will have access to support services, including counselling through our Employee Assistance Program (EAP). Trendie recognises the importance of providing support to maintain the well-being of all parties involved.

- **No Retaliation:**

Retaliation against individuals who report incidents or participate in investigations is strictly prohibited. Any act of retaliation will result in disciplinary action. Trendie is committed to protecting the rights of individuals who, in good faith, report concerns or contribute to maintaining a safe work environment.

## Responsibilities

- **Employees:**

Every employee at Trendie is responsible for contributing to a respectful and inclusive workplace. Employees are expected to understand this policy, adhere to its principles, and speak up if they witness or experience behaviour that violates the policy.

- **Managers:**

Managers play a key role in promoting a positive work environment. They are responsible for addressing and managing reports of discrimination, harassment, and bullying promptly and effectively. Managers should model appropriate behaviour, educate their teams, and ensure compliance with this policy.

- **HR Department:**

The HR department is responsible for implementing this policy, including overseeing investigations, providing support and guidance to employees, and ensuring that all cases are handled appropriately. HR will also conduct regular training and awareness programs to foster a culture of respect and inclusion.



# Trendie

## **Compliance and Enforcement**

Trendie takes breaches of this policy seriously. Any employee found to have engaged in discriminatory, harassing, or bullying behaviour will face disciplinary action, which may include warnings, suspension, or termination of employment. We are committed to enforcing this policy to maintain a safe and respectful workplace.

## **Review**

This policy will be reviewed annually to ensure it remains effective and up-to-date with current legislation and best practices. Trendie will communicate any changes to this policy to all employees, ensuring continued understanding and compliance.

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