

## RESPECTFUL WORKPLACE POLICY

Workplace bullying and violence are unacceptable and against the law.

Mantr Group is committed to ensuring that bullying and occupational violence does not occur amongst our employees. Whilst the environment that we work within might expose our employees to a potentially violent situation, we take all steps possible through our risk management approach to safety, to ensure that this is minimised.

Bullying is considered to be repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. It includes:

- verbal abuse
- excluding or isolating workers
- psychological harassment
- assigning meaningless tasks unrelated to the job
- giving workers impossible assignments
- deliberately changing work rosters to inconvenience particular workers
- deliberately withholding information that is vital for effective work performance.

Occupational violence is considered to be an incident where a person is physically attacked or threatened in the workplace, whether by a coworker, subcontractor or client. It includes:

- striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- throwing objects
- attacking with knives, guns, clubs or any other type of weapon
- pushing, shoving, tripping grabbing
- any form of indecent physical contact.

Bullying and occupational violence as described above is not tolerated.

Responsibility for the implementation of this policy lies with the MD/COO, and all staff shall be made aware of this policy. Management shall work in conjunction with employees to review and update this, and other, policies and procedures.

A breach of this policy may initiate appropriate action such as loss of employment.

.....  
**Signed: Pawan Mishra – COO**

02/01/2025

.....  
**Date**