

SOCIAL RESPONSIBILITY & PEOPLE

Workplace Behaviour & Anti-Harassment Policy

Policy | HR-POL-012 | Version 1.0

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Document owner	Rhiannon Frankas, Director
Approver	Daniel Frankas, Managing Director
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Status	For approval and website publication

MISCO will take reasonable and proportionate measures to eliminate unlawful sex discrimination, sexual and sex-based harassment, hostile workplace environments on the ground of sex and related victimisation, as far as possible, and will address other unreasonable workplace conduct.

1. Purpose

Prevent and respond to bullying, harassment, sexual harassment, discrimination, hostile workplace conduct and victimisation.

2. Scope

Workplaces, work travel, customer and supplier sites, social functions, telephone, email, messaging, social media and conduct connected with work, including conduct by third parties.

3. Policy statement and commitment

MISCO will take reasonable and proportionate measures to eliminate unlawful sex discrimination, sexual and sex-based harassment, hostile workplace environments on the ground of sex and related victimisation, as far as possible, and will address other unreasonable workplace conduct.

4. Mandatory requirements

- Treat others respectfully. Repeated unreasonable behaviour creating a risk to health and safety may constitute workplace bullying.
- Sexual harassment includes unwelcome conduct of a sexual nature where a reasonable person would anticipate offence, humiliation or intimidation; intent is not required.
- Reasonable management action carried out in a reasonable manner is not bullying.

- Managers must act on observed or reported risks and cannot require a formal complaint before taking proportionate preventive action.
- Complaints will be handled promptly, confidentially, impartially and with procedural fairness.
- Interim measures may be used to protect people and the integrity of an assessment without presuming an outcome.
- Victimisation, retaliation, malicious complaints and interference with an investigation are prohibited.

5. Implementation and operational controls

- Provide induction and periodic respectful-workplace training.
- Assess workplace and third-party harassment risks.
- Offer informal and formal resolution options suited to seriousness and safety.
- Document findings, actions and systemic prevention measures.

6. Roles and responsibilities

Role	Responsibility
Directors	Approve the document, provide resources, set the expected standard and review material breaches or exceptions.
Managers and supervisors	Apply the requirements in daily work, communicate expectations, retain required records and escalate concerns.
Employees and contractors	Follow the document, complete required training, protect MISCO interests and promptly report suspected breaches.
Suppliers and business partners	Meet applicable contractual, ethical, safety, quality, security and legal requirements when acting for or supplying MISCO.

7. Reporting, complaints and escalation

Report concerns to either Director. If the concern involves a Director, report to the other Director or use an external avenue. Immediate threats should be reported to police or emergency services.

MISCO will assess concerns proportionately, preserve confidentiality as far as lawful and practicable, prevent retaliation, and refer matters to regulators, emergency services, insurers, professional advisers or law enforcement where required.

8. Monitoring and assurance

- The Document Owner will monitor relevant complaints, incidents, nonconformities, legal or standards changes, website accuracy and overdue actions.
- Material findings will be considered through management review, internal review or corrective action as appropriate.
- Public claims and linked downloads will be checked when evidence, certification, licensing, supplier, product, website technology or business practice changes.

9. Records and retention

Approvals, declarations, registers, reports, investigations, training, complaints, correspondence and other records created under this document must be accurate, protected, accessible to authorised personnel and retained under IT-POL-003 and applicable legal, contractual and evidentiary requirements.

10. Related MISCO documents

- HR-POL-008 Code of Conduct & Business Ethics
- HR-POL-009 Diversity, Equity and Inclusion Policy
- HR-POL-010 Equal Employment Opportunity Policy
- COR-POL-003 Whistleblower Policy

11. External references

- [Sex Discrimination Act 1984 \(Cth\) positive duty guidance](#)
- [Fair Work Act 2009 \(Cth\) and Fair Work Ombudsman workplace rights guidance](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)
- [Occupational Health and Safety Act 2004 \(Vic\) and Occupational Health and Safety Regulations 2017 \(Vic\)](#)

References were verified from primary or authoritative sources on 19 July 2026. Standards are identified but not reproduced; current licensed editions and legal advice should be consulted where exact requirements determine a decision.

12. Approval and review

Role	Name	Approval / signature	Date
Document owner	Rhiannon Frankas		
Approver	Daniel Frankas		

Review due 19 July 2028, or earlier following material legislative, regulatory, standards, certification, system, operational or organisational change.

Revision history

Version	Date	Change
1.0	19 July 2026	Initial controlled issue prepared for management approval and website publication.