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## Fair Treatment Policy

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### Fair Treatment Policy

We believe that the service we provide our clients is a product of the efforts of our employees. To provide superior service, our employees need to feel part of our team and therefore have the right to expect to be treated with respect and dignity.

As such, any behaviour by employees, contractors or clients that is unwelcome, vilifies, belittles, offends or intimidates is unacceptable.

Where people feel they have been treated unfairly, RMD have people (beginning with your deputy team leader) that will ensure appropriate action is taken to discourage unacceptable behaviour consistent with the situation, the individual and the circumstances surrounding the unacceptable behaviour.

If you experience or witness any breach of these requirements (e.g. harassment), you should:

- Deal with the situation immediately by advising the person that their behaviour is inappropriate and should stop; and
- If the situation is not resolved, you should report the issue to your supervisor or manager so it can be further investigated and resolved.

In all situations, the issue will be investigated promptly and fairly.

A handwritten signature in black ink, appearing to read 'Ian Lawrence', is written in a cursive style.

Ian Lawrence  
Managing Director

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