



Bullying, Harassment & Discrimination Policy

This Policy applies to Talentia and all subsidiaries

Effective date	01.09.2026	Next review date	01.09.2027
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Bullying, Harassment & Discrimination Policy

Talentia is committed to providing a safe, respectful and inclusive workplace where everyone is treated with dignity and respect. We do not tolerate bullying, harassment, discrimination or other inappropriate behaviour. Everyone has a role to play in creating a workplace where people feel safe to speak up and raise concerns.

This policy applies to behaviour at work and in connection with work, including client sites, work-related events, social activities, travel and online or electronic communications.

Our approach

Our approach reflects our 4Cs:

Communication – We encourage open, honest and respectful conversations and want people to feel comfortable speaking up.

Clarity – We provide clear expectations around roles, responsibilities, priorities and acceptable workplace behaviour.

Consistency – We aim to manage people and concerns fairly, consistently and through known and appropriate processes.

Commitment – We are committed to a workplace free from bullying, harassment and discrimination, and will listen, respond and take appropriate action when concerns are raised.

What bullying and harassment can look like

Bullying is repeated and unreasonable behaviour that can create a risk to a person's health and safety. It may be verbal, physical, written, online or involve actions intended to intimidate, undermine, isolate or humiliate someone.

Harassment is unwanted behaviour that may offend, humiliate, intimidate or make someone feel unsafe or uncomfortable. It may be a one-off incident or repeated behaviour.

Examples may include:

- abusive, threatening or offensive language
- intimidation, humiliation or personal attacks
- repeated unreasonable criticism or exclusion
- offensive jokes, comments, images or messages
- unwanted attention or inappropriate physical contact

- behaviour that targets someone because of a personal characteristic.

Reasonable management action, carried out in a fair and appropriate way, is not bullying. This includes providing feedback, managing performance or conduct, allocating work and holding people accountable for their responsibilities.

Discrimination

Discrimination is treating a person unfairly or disadvantaging them because of a personal characteristic or other protected ground.

Talentia does not tolerate discrimination in recruitment, employment, assignments, workplace interactions or access to opportunities.

Examples may include unfair treatment, exclusion, inappropriate comments or decisions based on a person's personal characteristics.

Everyone is expected to treat others fairly, respectfully and without discrimination.

What Talentia expects from its people

We ask everyone to:

- treat others with respect and civility
- communicate in a professional and respectful way
- not engage in bullying, harassment, discrimination or other inappropriate behaviour
- speak up or raise concerns about behaviour they experience or witness
- cooperate with any process undertaken to address a concern
- respect the privacy and confidentiality of those involved

Raising a concern

If you experience or witness behaviour that concerns you, we encourage you to speak up as early as possible. Where appropriate, you may feel comfortable raising the issue directly with the person involved. However, you are not required to do this.

You can raise a concern with your manager, another manager, the People & Safety team, a Health and Safety Representative or another appropriate person within Talentia.

We will consider the circumstances and determine the most appropriate way to respond. Depending on the concern, this may include an informal discussion, support or guidance, mediation, a formal investigation or another appropriate process.

Concerns will be treated sensitively, and information will only be shared where reasonably necessary to address the concern, meet our legal obligations or protect the health and safety of those involved.

Our commitment

Everyone deserves to feel safe and respected at work.

By communicating openly, being clear about expected behaviour, responding consistently and remaining committed to a respectful workplace, we can create an environment where concerns are raised early and inappropriate behaviour is addressed.