

## Sexual Harassment

Westpac Group (the Group) is committed to creating a safe, diverse and inclusive place to work. We do not tolerate sexual harassment and are committed to ensuring our workplaces are free from sexual harassment and we treat each other with dignity, courtesy and respect.

Providing a healthy and safe workplace supports our people to deliver on our Purpose, 'Helping Australians and New Zealanders succeed'.

This policy sets out our expectations about how we behave to seek to prevent sexual harassment. It covers what is sexual harassment, how to speak up, the support available, action we will take and the consequences for breaching this policy.

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### Coverage

This Policy applies to employees, contractors, and consultants in Australia of the Westpac Group.

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### What is sexual harassment?

Sexual harassment is any unwelcome advance, request for favour, behaviour or conduct of a sexual nature, where a reasonable person would have anticipated the possibility that the person harassed would feel humiliated, intimidated or offended.

### Examples

Sexual harassment can include:

- actual or attempted sexual assault or rape
- unwelcome physical contact such as touching, hugging, cornering or kissing
- pressuring someone for sexual favours
- staring at a person or at parts of their body
- using suggestive or sexualised nicknames for colleagues
- suggestive or intrusive comments/questions of a sexual nature about someone's personal life, sexual orientation, gender identity or physical appearance
- sexually oriented jokes, innuendos, or sexually explicit conversations
- persistent, unwanted invitations to go out on a date or stalking
- sending/forwarding offensive sexually explicit or indecent messages or images.

### When, where and how can sexual harassment occur?

Sexual harassment can occur:

- at any time, in any situation where you interact with colleagues, contractors, customers and visitors
- at your work location, working from home and work-related events (e.g. conferences, functions, Christmas parties and business trips)
- in different forms including physically, verbally, in writing or through electronic communications (phone, email, text/instant messaging, and social media)



- regardless of gender and can be by someone from the same or different gender
- when there is no intent to cause offence - the test is whether a reasonable person, considering the circumstances, would have anticipated the possibility that the person harassed would be humiliated, intimidated or offended
- in a single act or as a series of acts
- even outside of work and in relation to your relationships and interactions with colleagues.

### **Sexual harassment is not:**

- behaviour based on mutual attraction, friendship, and respect.
- interactions that are consensual, welcome, and reciprocated.

Importantly, sexual conduct that has been welcomed in the past can become unwelcome.

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## **Your responsibilities**

### **Preventing sexual harassment**

Preventing sexual harassment in the workplace is all our responsibility.

If you are covered by this policy, you must familiarise yourself and comply with this policy and the Westpac Group Code of Conduct.

In relation to sexual harassment, this means:

- not engaging in unwelcome behaviour or conduct of a sexual nature towards anyone in the workplace and always doing the right thing
- behaving professionally and treating others with dignity, courtesy, and respect whether at work, working from home or out of work settings
- taking accountability for identifying, managing and reporting risks
- you are obligated to speak up and report concerns about sexual harassment (including where you have witnessed or are aware of it) ('no bystander rule')
- protecting and supporting, and not disadvantaging or unfairly treating a person for making or being involved in a complaint
- completing the mandatory Helping You Succeed: Respectful Conduct training

### **People Leaders**

In addition to the above responsibilities, if you are a People Leader, you must:

- familiarise yourself and comply with accountabilities for People Leaders under the Westpac Group Code of Conduct - for sexual harassment, this includes:
  - role modelling expectations
  - encouraging team members to speak up if they see something that doesn't seem right
  - being clear that team members are safe to make their voices heard



- fixing problems early and properly, asking ‘Should We?’ as well as ‘Can We?’ to ensure good judgement in decision making.
- ensure your team completes the mandatory Helping You Succeed: Respectful Conduct training.

## Speaking up, addressing concerns and supporting you

<p><b>You can raise a concern to us via:</b></p>	<ul style="list-style-type: none"> <li>● our report a concern about sexual harassment form which contains ways to raise a concern online or by telephone if you would prefer to talk to someone</li> <li>● your People Leader</li> </ul>
<p><b>When we receive a concern, we will:</b></p>	<ul style="list-style-type: none"> <li>● allocate your concern to a specialist HR team</li> <li>● act promptly</li> <li>● seek your preferences in addressing your concern, including the outcome you are seeking</li> <li>● consider ways we can support you, e.g. counselling or changing work arrangements</li> <li>● to the extent possible, keep your concern confidential and take steps to preserve your anonymity if that is your preference</li> </ul>
<p><b>You can get support by:</b></p>	<ul style="list-style-type: none"> <li>● speaking to your People Leader, if you feel comfortable to do so</li> <li>● via the HR Specialist addressing your concern</li> <li>● ACCESS, our Employee Assistance Program</li> <li>● contacting the Employee Care team via CareXpress</li> <li>● MyCoach is available for People Leaders for support dealing with difficult people matters or disclosure of a wellbeing concern</li> </ul>
<p><b>You can report a concern externally, get external advice and support via:</b></p>	<ul style="list-style-type: none"> <li>● reporting sexual harassment to the police</li> <li>● the Australian Human Rights Commission or an equivalent State tribunal</li> <li>● your local FSU office or a legal practitioner</li> <li>● 1800RESPECT (W: <a href="http://www.1800respect.org.au">www.1800respect.org.au</a>; P: 1800 737 732) – provides confidential sexual assault and family and domestic violence counselling via phone and webchat. Available 24 hrs a day, 7 days a week</li> <li>● Lifeline (W: <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>; T: 13 11 14) – 24-hour crisis support and suicide prevention</li> <li>● Beyond Blue (W: <a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a>; T: 1300 224 636) – mental health support</li> </ul>



## **Consequences of policy breaches**

Sexual harassment is unlawful and prohibited under Federal, State and Territory laws. You may be personally liable if you engage in such conduct and the Group may also be liable for your actions.

Some forms of sexual harassment such as sexual assault, rape and stalking may also constitute a criminal offence under State and Territory laws. In some cases, the Group may be required to report the matter to the Police.

We will take disciplinary action against you if you have breached this policy in accordance with the Westpac Group Consequence Management Framework (CMF).

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## **Disclaimer**

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Westpac Banking Corporation (and its related bodies corporate) may amend, vary, supplement or remove this policy at any time.

This policy does not form part of your employment contract.

