

## Working Respectfully

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### **OBJECTIVE**

Woodside is committed to a safe, inclusive and respectful working environment. Our culture is underpinned by our Compass Values and Code of Conduct – sexual discrimination, bullying and harassment are serious violations of those principles and will not be tolerated. We will act to keep our people safe.

### **SCOPE**

#### **Working Respectfully**

Woodside expects everyone working for and with our employees, contractors and customers to treat others with respect, in line with the Woodside Compass, Code of Conduct, and this Policy. We ask that our people proactively create an environment where ideas can be challenged and robustly discussed, and interactions occur in such a way that all parties feel respected.

At Woodside, working respectfully includes providing support to others through actions such as speaking up in the moment, following up with a person to check in and encourage escalation and welfare avenues for them. Individuals may find speaking up challenging and Woodside asks all working with and for the company, to report anything that would be considered in breach of this Policy.

#### **Sexual Harassment**

Sexual Harassment is unwelcome conduct of a sexual nature which a reasonable person would anticipate would make a person feel offended, humiliated and/or intimidated. Sexual harassment is not acceptable.

A single incident may constitute sexual harassment. The person engaged in the activity does not have to intend their actions to be sexual harassment. It is sufficient that a reasonable person considers the behaviour to be so.

#### **Bullying**

Bullying occurs when an individual or group of individuals in the workplace repeatedly behave unreasonably towards an individual or group and the behaviour creates a risk to health and safety. The individual or group of individuals do not have to intend their actions to be bullying for the actions to be bullying. Bullying is against the law and will not be tolerated.

Reasonable management action conducted in a reasonable manner does not constitute workplace bullying. Similarly, reasonable challenge and respectful robust discussion during exchange of ideas amongst colleagues does not constitute workplace bullying.

The most extreme form of sexual harassment or bullying can result in criminal behaviour, including sex offences or general assault. This is a serious crime and Woodside will be supportive of employees who wish to make a complaint to the relevant law enforcement authorities.

#### **Discrimination**

Discrimination includes treating or proposing to treat someone unfavourably because of a personal characteristic of the person which is protected by law, including but not limited to sex and sexual orientation, age, race, family responsibility/status, gender, marital status, pregnancy, breastfeeding,

religious or political conviction, or disability/impairment. Indirect discrimination involves setting or implementation of a policy, rule, or process which, although administered consistently, has a discriminatory effect on people who share the same protected characteristic. Discrimination is against the law and will not be tolerated.

### **Victimisation**

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under legislation, made a complaint, or refused to do something because it would be discrimination, sexual harassment, or victimisation. Victimisation is against the law.

Engaging in the sexual harassment, bullying, discrimination or victimisation behaviours outlined in this policy is unacceptable and where substantiated, disciplinary action appropriate to the nature of the behaviour will be taken against the person engaging in the behaviour, up to and including termination of employment.

## **STRATEGY**

In conjunction with the Inclusion and Diversity Policy, the Health, Safety and Environment Policy, the Code of Conduct and the Compass, Woodside will achieve the objectives of this policy through:

- setting clear expectations that sexual harassment, bullying and discrimination in any form are unacceptable
- understanding the risk profile for sexual harassment, bullying and discrimination at Woodside and taking reasonable preventative steps
- educating the workforce in prevention and intervention
- creating safe pathways for our people to speak up and be heard about their experiences as a victim or a bystander
- responding to allegations received with sensitivity and procedural fairness for all involved parties, with a commitment to support victims
- taking appropriate action where matters are raised with due respect to the needs of the victim
- providing appropriate transparency to victims, the wider organisation, senior Executives and the Board.

## **APPLICABILITY**

Woodside's Chief Executive Officer is accountable to the Board of Directors for ensuring this Policy is effectively implemented. The Board of Directors will review Woodside's Working Respectfully Policy at least annually to ensure timely and appropriate updates are considered where applicable. The Board will monitor progress in creating a safe and respectful workplace for all employees.

This Policy applies to Woodside Board members, Executives and paid and unpaid employees at work, whether at a Woodside location or not. It applies during work-related events and out-of-hours activities that are connected to employment with or work at Woodside. It also applies to contractors and their employees working at Woodside locations. When participating in joint venture companies not under Woodside control, the adoption of this Policy or a policy of similar efficacy will be encouraged.

This Policy will be reviewed regularly and updated as required.

*Approved by the Board in October 2021*