

14 Reporting and Investigation

Internal Reporting: Psychosocial Hazards or Code of Conduct breaches must be reported to:

- Line Leader or 2-Up Leader, HR Partner, or Integrity@BHP (BHP Raise Misconduct Concerns)
- Line Leaders must report all cases of sexual assault to Integrity@BHP

External Reporting: Serious injuries or illnesses must be reported to the NSW Resources Regulator in accordance with regulatory requirements and MAC-STE-PRO-170 Internal Escalation and External Reporting Procedure.

Investigation Guidelines: Investigations that are assigned to NSWEC personnel to perform must be conducted in accordance with MAC-STE-PRO-168 Event Investigation Protocol.

Appendix 2 – Behaviours that have no place at BHP

Behaviours that have no place at BHP

Harassment	Sexual harassment and sexual assault	Bullying	Racism and racial harassment	Discrimination
<p>An action or behaviour that would be reasonably viewed as humiliating, intimidating or offensive.</p> <p>A single, one-off incident of unreasonable behaviour that would be reasonably viewed as humiliating, intimidating or offensive is not workplace bullying, but it could constitute harassment. Single incidents of harassment should not be ignored. This behaviour is in breach of <i>Our Code</i> and there is a risk the behaviour might be repeated or escalate.</p> <p>Reasonable management action does not constitute harassment.</p>	<p>Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.</p> <p>Sexual harassment encompasses a range of conduct including displaying sexually graphic images, sexually suggestive comments, suggestive or inappropriate looks gestures or staring, non-consensual touching or acts of a sexual nature and sexual assault.</p> <p>Sexual harassment is not always obvious, repeated or continuous. While bullying is characterised by repeated behaviour, sexual harassment can be a one-off incident.</p>	<p>Repeated behaviour directed towards a worker (or group of workers) that a reasonable person, having considered the circumstances, may see as unreasonable, including victimising, humiliating, intimidating or threatening behaviour.</p> <p>Repeated humiliating or threatening behaviour can constitute bullying.</p> <p>Consistent with <i>Our Code</i> and <i>Our Charter and Our values</i>, our leaders are empowered to lift the performance of their teams through regular coaching and feedback that is respectful and constructive. Such coaching and feedback are not harassment or bullying.</p>	<p>Racial harassment is a racial slur, derogatory comment or unwanted conduct based on race, descent, ancestry, ethnicity, ethnic origin, nationality, national origin, country of origin, colour or status as an immigrant.</p> <p>Racism, including racial harassment, can appear in a variety of ways. Racist conduct includes racial harassment and other forms of prejudice, discrimination or hatred directed at a person based on race, descent, ancestry, ethnicity, ethnic origin, nationality, national origin, country of origin, colour or status as an immigrant.</p> <p>Racial harassment can be a one-off comment. It is important to remember that a racially harassing comment affects not only the target of the comment but also colleagues and onlookers. Even if a person genuinely thinks a recipient will understand that a racist comment was not meant to be insulting or hurtful, that comment may still have an effect on others that is not acceptable and will not be tolerated.</p> <p>Racial harassment and racism more generally are not only overt acts of abuse or harassment but will include all forms of conduct - conscious or unconscious, explicit or implicit - that prevent others from participating in workplace life because of their race. Sometimes this can be caused by policies and practices rather than the actions of one individual -- this is often referred to as structural, systemic or institutional racism. BHP is committed to continually seeking to understand where structural, systemic or institutional racism might exist in our business and to taking action to address it. If you suspect this is occurring, please speak up.</p>	<p>Adverse treatment of an individual or group based on personal attributes unrelated to job performance, such as race, gender identity, sex, age, origin, ethnicity, sexual orientation, intersex status, gender reassignment, transgender status, disability, marital and civil partnership status, religion, political opinion, pregnancy, breastfeeding or family responsibilities.</p> <p>We will not tolerate any form of unlawful discrimination. Unlawful discrimination against a person based on personal attributes unrelated to job performance, is prohibited.</p>
<p>The possible impact of the action or behaviour on the recipient considering all the circumstances (not just the intent of the person using the behaviour) is considered when determining whether the action or behaviour is bullying, harassment of any kind or discrimination.</p>				

Document Reference – NEC-STE-PRO-103

8.11.1 Employee Assistance Program

Mt Arthur Coal provides its employees and their direct family with access to a free and confidential Employee Assistance Program (EAP). The EAP program provides access to counselling / psychology resources and can be used for work and personal matters. The EAP program also provide support to supervisors, a targeted fitness for work program, better sleep program and peer support program training.

Our current EAP provider details are listed below:

Provider: Converge International

Contact Number: 1800 247 7877678 or 1800 BHP SUPPORT

Web Address: <https://info.convergeinternational.com.au/bhp>

 *Document Reference – NEC-STE-STD-030*