

## Working Respectfully Policy

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### OBJECTIVE

Woodside is committed to a safe, inclusive and respectful working environment. Our culture is underpinned by our Values and Code of Conduct – sexual and other unlawful discrimination, bullying and harassment are serious violations of those principles, is prohibited and will not be tolerated. We will act to keep our people safe. This Policy must be implemented in accordance with the applicable laws of each jurisdiction in which our employees work.

### 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 Values, Code of Conduct, and this Policy. We hold our officers, employees, contractors and consultants accountable for conduct that breaches this Policy, to the extent permissible by applicable law, even where such behavior may not rise to the level of unlawful discrimination, harassment or other misconduct in the jurisdiction in which they work. We ask that our people proactively create an environment where ideas can be challenged and robustly discussed, interactions occur in such a way that all parties feel respected, and people can be themselves and feel safe at work.

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 of concerns to supervisors and human resources representatives. 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, through Woodside's internal or external reporting channels.

#### Harassment

Woodside is committed to maintaining a work environment that is free of harassment, whether verbal, physical or visual, that is based on a person's race, color, religion, gender, sexual orientation, national origin, age, physical disability, mental disability or any other protected status under the applicable laws. Harassment that affects job terms, interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment will not be tolerated. Such prohibited harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic materials or offensive physical actions.

#### 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, even where it may not constitute a violation of the applicable law of a particular jurisdiction.

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 to violate this Policy that a reasonable person considers the behaviour to be so.

Examples of sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature, which a reasonable person would anticipate would make a person feel offended, humiliated or intimidated. This includes where submission to or rejection of this conduct (explicitly or implicitly) affects an

individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. This conduct is strictly prohibited by this Policy.

## **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 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.

## **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, also known as retaliation, 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 prohibited by Woodside.

## **Consequence**

Engaging in harassment (including 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 or engagement.

Some forms of harassment (including sexual harassment) or bullying may constitute criminal behaviour, including sex offences or general assault. These are serious crimes and Woodside will be supportive of employees who wish to make a complaint to the relevant law enforcement authorities.

## **STRATEGY**

In conjunction with the [Inclusion and Diversity Policy](#), the [Health and Safety Policy](#), the [Whistleblower Policy](#), the [Human Rights Policy](#) the [Code of Conduct](#) and our Values, Woodside will achieve the objectives of this Policy through:

- setting clear expectations that harassment (including 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 directly impacted person or a bystander

- promptly and thoroughly responding to allegations received with sensitivity and procedural fairness for all involved parties, with a commitment to support impacted people, and taking any necessary remedial measures with respect to the workplace
- taking appropriate action where matters are raised with due respect to the needs of the impacted people
- providing appropriate transparency to impacted people, the wider organisation, senior Executives and the Board

## APPLICABILITY

- The Chief Executive Officer of Woodside is accountable to the Board for ensuring this Policy is effectively implemented in compliance with the laws applicable in each jurisdiction Woodside operates.
- The Board will monitor progress in creating a safe and respectful workplace for all employees.
- Everyone who works for Woodside, including directors, officers, executives, managers, supervisors, employees, contractors and service providers, wherever they are located, must comply with this Policy.
- This Policy applies at work, at work-related events and at out-of-hours activities that are connected to employment or work with Woodside.
- We apply this Policy in all joint operations where Woodside is the operator. Where Woodside is not the operator, we encourage the adoption of a similar policy requirement.

This Policy will be reviewed regularly and updated as required.

*Revised by the Woodside Energy Group Ltd Board in December 2023.*