



HEROES of 'safe and well'

HESS excellence through Culture Essentials

Protecting your team from sexual harassment

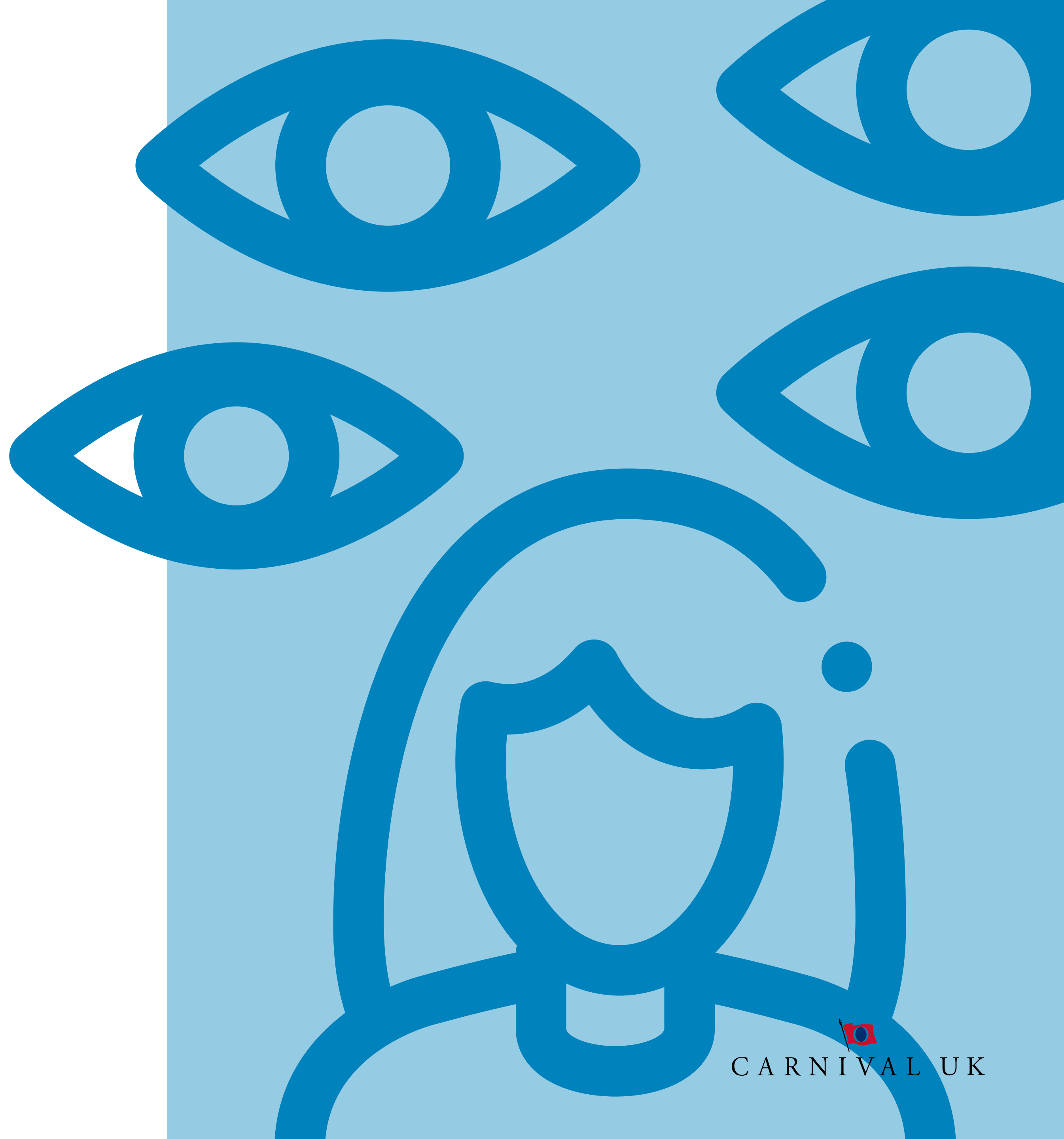


Your duty of care as a manager

As a manager, you have a duty **to protect your team** from sexual harassment and encourage them to Speak Up against behaviour that makes them feel uncomfortable.

You are a role model to your team

Your team look up to you and are guided by how you behave. So, it's your responsibility to lead by example and show how everyone should be treated with dignity and respect.



How to lead by example

DO

- Treat every team member **equally and fairly** – offer the same opportunities to everyone.
- **Respect** team members' individual personal boundaries – what's ok for one person may not be for another.
- **Immediately address any incidents** of sexual harassment that you see or hear about.
- **Be supportive** – if a person comes to you with a concern or complaint, listen actively and focus on the impact of the behaviour.
- **Encourage and support your team to Speak Up** if they experience sexual harassment – the Spectrum of Misconduct and guide to handling complaints of sexual harassment is a valuable tool to help you with this.

DO NOT

- **Use sexualised language** – such as innuendo, jokes, commenting on a person's physical appearance, talking about your sex life or gossiping about the sex lives of others.
- **Share sexually explicit images or videos** or allow others to share sexually explicit content.
- **Promise perks**, pay rises, favourable shift patterns or time off in exchange for a date, a relationship or sexual favours.
- Treat a team member unfairly if they refuse a date, a relationship or to engage sexual acts. **We have a zero-tolerance approach to victimisation and retaliation.**
- **Avoid touching, hugging or kissing team members** – this may make someone feel uncomfortable, even if you don't mean to.

What happens if I don't behave with dignity and respect?

If any managers on our ships are found to be abusing their power and not fulfilling their duty of care to their team, there will be serious consequences, which could include dismissal.



Need support or more information?

Speak to the onboard HR Manager to refer to the Spectrum of Misconduct and guide to handling complaints of sexual harassment.