



ANTI- BULLYING AND ANTI-HARASSMENT POLICY

Adopted July 15th 2019

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment is a disciplinary offence and it will normally be treated as gross misconduct.

1. Harassment is either:
 - 1.1 Unwanted conduct (whether verbal or not) which is of a sexual or racial nature, or other conduct based on someone's race or gender or marital status or disability or sexual orientation or religious or other philosophical belief or age which affects the dignity of men or women at work; or
 - 1.2 Bullying of colleagues by intimidating behaviour; or
 - 1.3 Unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her race or gender or marital status or disability or sexual orientation or religious or other philosophical belief or age which could affect his/her dignity at work.
2. A single incident can amount to harassment if sufficiently grave.
 - 2.1 Examples of harassment include:
 - i Insensitive jokes and pranks.
 - ii Lewd comments about appearance.
 - iii Unnecessary body contact.
 - iv Displays of sexually offensive material
 - v Repeated instances of minor harassment acts.
 - vi Requests for sexual favours.
 - vii Speculation about a person's private life and or sexual activities.
 - viii Threatened or actual violence.
 - ix Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.
 - x Jokes about a person being either too old or too young to do a job properly.
 - xi Age related jokes.
3. Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.
4. Anyone who believes that he or she may have been the victim of harassment should raise the matter through the Company's grievance procedure.