



Harassment Policy

Many people in our society are victimised and harassed as a result of their age, race, creed, colour, nationality, sex, disability or gender re-assignment.

A person harasses another person where they subject that person to unwanted conduct which has the purpose or effect of:

Violating that person's dignity; or

- Creating an intimidating, hostile, degrading, humiliating or offensive environment which can include behaviour that is offensive, frightening or in any way distressing.
- Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse.
- Whatever form it takes, personal harassment is always serious and is totally unacceptable.
- We recognise that personal harassment can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

Policy

No form of harassment is tolerated by the Company. We aim always to ensure that the working environment is free from harassment in all its types.

We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

All employees are under a duty to comply with these rules. Failure to do so will result in disciplinary action being taken against you.

Examples of personal harassment:

- Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment.
- Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
- Insensitive jokes and pranks
- Lewd or abusive comments about appearance
- Deliberate exclusion from conversations

Ian McEwan, Managing Director

21 February 2009