

Dignity at Work Policy

Our Commitment

We are committed to creating a work environment free of harassment and bullying, where everyone is not only treated with dignity and respect, but valued.

The Company is committed to applying its Harassment and Bullying Policy to managers, employees, contractors, agency staff, joint venture partners and anyone else engaged to work at the Company, whether by direct contract with the Company or otherwise.

The Scope of this Policy

The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, e.g. business trips and work-related social events.

The Company will not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken. The Company will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or for supporting someone to make such a complaint.

The policy does not cover bullying or harassment by customers, suppliers, vendors or visitors. In these cases Managers will take appropriate action if an employee should report any such behaviour. However, bullying or harassment of customers, suppliers, vendors or visitors or others will be dealt with through the disciplinary procedure.

What is bullying and harassment?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end.

Harassment is unwanted conduct related to sex, gender reassignment, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

- Has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- Is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Bullying or harassment will often be gross misconduct which will nearly always lead to summary dismissal with loss of any notice or payment in lieu of notice.

Examples of bullying and harassment and further guidance on procedure can be found on SharePoint.

Signed.....

J Jackson. Group Managing Director

Date: 12 September 2006