

## Anti-Bullying, Harassment & Sexual Harassment Policy

The company supports the right of every employee to work in an environment, which is free from bullying and harassment.

Allegations of Bullying and Harassment will be dealt with seriously, confidentially and sensitively. Bullying and Harassment will not be tolerated by the Company and may lead to disciplinary action.

There are a number of considerations that will help to prevent this behaviour:

- We have developed and implemented a formal policy.
- We will set a good example: the behaviour of employers and senior managers is as important as any formal policy
- We will maintain fair procedures for dealing promptly with complaints from employees

### **Responsibilities and Duties of Employees**

All employees have a duty to promote and support an ethos of respect in the workplace and to behave in a way that respects the dignity of every employee in the Company. This includes personal and professional behaviour both on and off Company premises.

It applies whether, for example, an employee is engaged in work, work related activities (e.g. training, travel) or social events associated with the Company. The degree of control available to the Company in the circumstances determines how the Company will investigate a complaint. This policy is to be read in conjunction with the corresponding Anti Bullying and Harassment procedure.

Supervisors and managers have a particular responsibility to implement this policy.



Liam Aylward

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Managing Director