

Stainless UK Limited

Newhall Road Works · Sheffield · S9 2QL

Dignity at Work Policy

All employees have the right to be treated with consideration, dignity and respect, and we all have a responsibility to set a positive example by treating others with respect and to act in a way which is in line with Stainless UK Ltd values.

This policy is applicable to all employees irrespective of length of service and includes clients and service personnel.

The company acknowledges the right of all employees to a workplace and environment free from any form of harassment or bullying. Every employee has an obligation to be aware of the effects of their own behaviour on others.

Any instances of bullying or harassment will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be consistent, causing unnecessary stress and anxiety, this may be considered gross misconduct. The company reserves the right to use the disciplinary procedure up to and including dismissal.

As part of the company's code of conduct, it is imperative that all staff and clients respect the dignity of every colleague. Consideration should be given to the multi-cultural beliefs of all colleagues with reference to remarks, dress code, posters, e-mails and anything which may cause offence to a person based on their gender, marital status, race, religion, family status, age, sexual orientation or disability. All employees should be aware that bullying and harassment is not solely confined to these areas.

All employees have the right to work in an environment that is free from sexual harassment, harassment and bullying and where each individual is respected.

Any individual who experiences sexual harassment, harassment or bullying will be supported by the company in bringing such behaviour to a close.

All employees will be expected to comply with this policy and management will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and work-related social events, whether on the premises or off-site.

Discrimination, bullying and harassment will not be tolerated by the company. Breaches of the company's Dignity at Work policy will be regarded as misconduct and may be subject to disciplinary action under the disciplinary procedure. Should employees feel that they have not been treated fairly they may utilise the Grievance Procedure.

Stainless UK defines unacceptable behaviour as any form of conduct or behaviour of a physical, verbal or non- verbal kind which has some or all of the following elements:

- is unwanted, unsolicited, unreasonable and personally offensive to the recipient(s) (irrespective of the intentions):
- creates an intimidating, hostile or humiliating work environment for the recipient(s) affecting their dignity whilst at work:
- fails to both respect the rights and recognise the impact that such behaviour may have on others:
- threatens job security or disadvantages the recipient(s) in some way.

Bullying is defined as offensive, intimidating, malicious or insulting behaviour which make the recipient feel upset, threatened, humiliated or vulnerable and which undermines self-confidence and may cause suffering and stress.

This includes any form of Cyber Bullying which is defined as - Bullying, harassment and victimisation conducted through social media such as blogs or social networking.

Harassment is defined as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. It is regarded as any conduct related to sex, race, colour, ethnic or national origin, disability, age, sexual orientation, gender reassignment, religion or belief or any other personal characteristic that is unwanted by the recipient.

Bullying and Harassment can take many forms. The following provides a list of examples only and is not exhaustive:

Verbal Abuse

Shouting, making jokes, unfair and excessive criticism, undermining, personal insults or name calling, threatening job loss for trivial errors, ridiculing the employee in front of other employees and individuals, setting unrealistic or unattainable targets or spreading false truths about the individual around the organisation.

Non-Verbal Abuse

Setting up a person to fail by overloading them with work or setting impossible deadlines, blocking promotion, threatening body language, excessive monitoring, threatening body language looks, gestures, displaying emblems on clothing or elsewhere, exclusion, whistling, isolation at breaks or social events.

Physical Abuse

Hitting, bodily contact, shaking fists in a threatening manner, sabotaging colleagues' personal belongings.

The above list is not exhaustive and only serves as a guideline.

Signed



T Wells
Managing Director

Date: 4th January 2021