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POLICY DOCUMENT 5

PERSONNEL HARASSMENT

GENERAL STATEMENT OF POLICY

BdR (Civil & Structural Engineering) Limited will not tolerate any form of bullying or harassment whether within the company premises or elsewhere on Company business.

BdR regards harassment on any grounds as morally objectionable and will treat any proven incidents as gross misconduct.

If an allegation of bullying or harassment is made, this will be thoroughly investigated and legal advice taken.

Any employee found guilty of such an offence will face disciplinary action, which could lead to dismissal.

It is hoped that all employees have a common sense understanding of what harassment means. For clarification for those employees who are unsure, harassment comprises any unwelcome statements or actions, (whether intimidatory, sexual, racial or on the grounds of disability or age), which are offensive to the recipient.

Types of behaviour which may cause offence or distress and which may be interpreted as harassment are as follows:

- Physical harassment
- Verbal harassment and offensive behaviour
- Displays / distribution of offensive material, either on paper or on a computer and whether during working hours or at a BdR social event.

Such behaviour will not be tolerated on BdR premises, job sites or any event or occasion which may be associated with BdR.

Employees are advised that if they wish to make a complaint concerning bullying or harassment they should utilise the grievance policy as set out in the Terms and Conditions of Employment. All allegations will be treated in the strictest confidence and a thorough investigation will be undertaken.

This review: July 2007
Next review: July 2008



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BdR (Civil and Structural Engineering) Limited
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Registered Office as above
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