

BALLYMORE CIVILS LTD

Workplace Intimidation, Harassment and Bullying Policy

As part of our commitment to the fairness, dignity and respect to each employee, this Company will not tolerate any form of intimidation, harassment or bullying. Any instances reported to management will be investigated under the grievance / disciplinary procedure. The Company acknowledges the right of all employees to a workplace and environment free from any form of intimidation, harassment, including sexual harassment, or bullying. Each member of staff has an obligation to be aware of the effects of their own behaviour on others. Any instances of intimidation, harassment or bullying will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistently causing unnecessary stress and anxiety, this will be considered gross misconduct. The Company reserves the right to use the disciplinary procedures up to and including dismissal. As part of this Company's Code of Conduct, it is imperative that all staff and contractors respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleague's regarding your code of conduct with particular reference to remarks, dress code, position, e-mails and anything which may cause offence to a person's gender, marital status, race, religion, family status, age, sexual orientation, member of the travelling community or disability. This policy is detailed in Section 3 of the Employee Handbook.

Violence to Employees.

Assault or violence to any employee will not be tolerated. Any incidents must be reported to management immediately and this incident will be thoroughly investigated. Such incidents will be considered gross misconduct and the Company reserves the right to use the disciplinary procedures up to and including dismissal. Such instances may also be considered as criminal acts and the Company will assist the relevant authorities in any enquiries.

Critical Incident Stress

Following a serious or traumatic incident at work or where a fellow worker is seriously injured at work, those closely associated may need to talk through their experience as soon as possible after the event. The company realises that individuals will react differently and have put in place the services of a specialist counsellor to assist employees. Any employee who wishes to avail of this facility is encouraged to approach their immediate manager, any manager or director. All enquiries will be dealt with sensitively and in strict confidence.

Work Related Stress.

The company accepts that some work activities have the potential to cause stress, particularly at busy times. Care is taken in recruitment policy to ensure each person's workload is reasonable. Any employee with clear stress-related problems will receive appropriate counselling and help. However, it is understood that this is not an alternative to

looking at the cause of the stress and, if work related, to seek to alter the structure and working arrangements of the job, where practicable. Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts will be made to reassign that person to other work.

Signed: Anthony Marley

Director with Responsibility

Date: 22/01/2020 22.1.20

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