

EKULT GROUP LTD
BULLYING, HARASSMENT & DISCRIMINATION POLICY [EG-JP-012]
Issued Date: 30.09.2016



Introduction

We do not tolerate behaviour or attitudes that support coercion, intimidation or discrimination. Whenever and wherever we observe such behaviour, we always challenge it and support others who do so. Ekult Group Ltd is committed to providing a working environment that is, as far as possible, free from all forms of bullying and harassment. The Company aims to create a culture where all employees behave with dignity and respect Towards one another. Any behaviour which undermines this aim is unacceptable and will not be tolerated.

Definition

Bullying and Harassment

Refers to any action or behaviour that any individual or group finds unwelcome, humiliating, intimidating, threatening, violent, hostile or discriminatory. Employees should be particularly sensitive to, and aware of actions that may be acceptable in one culture, but are not in another.

All employees should consider how their actions might impact on others and employees are expected to refrain from any conduct that is likely to have the effect of harassing others.

Discrimination

This means treating a certain person or group based on factors such as age, race, religion, national or ethnic origin, colour, gender, sexual orientation, gender reassignment, marital status, disability unrelated to the task in hand, union membership or political affiliation. This is not necessarily an all-inclusive list and factors could vary based on the laws of where business is located.

Responsibilities

All managers have a responsibility to ensure that acceptable standards of behaviour are maintained and to apply this policy fairly and consistently. All employees have a responsibility not to harass or bully other colleagues and to report any such behaviour of which they are aware.

The Human Resource Department is responsible for monitoring and reviewing the policy.

Impact on staff & Business

Harassment, bullying & discrimination can lead to a hostile and unpleasant working environment and can cause demoralisation, stress, anxiety, increased absenteeism/sickness, high staff turnover and affects the day-to-day performance of workers and operations alike. Additionally, the public image of Ekult Group Ltd can be badly damaged when incidents of harassment occur.

Staff training & raising awareness

Ekult Group Ltd understands that a written policy alone is not sufficient to eliminate harassment, bullying & Discrimination in the work place. Ekult Group Ltd is committed to communicating the policy effectively through regular Staff training and various awareness programmes.

The policy will also be incorporated into the staff handbook. New employees will be briefed as part of the induction Process, and the policy will be made available to other workers on their engagement with our business.

How to report and incident of Bullying, Harassment or Discrimination

Ekult Group Ltd recognises & understands the sensitive nature of harassment and bullying. Employees are encouraged to discuss any incidents of bullying or harassment with their Line Manager / HR Department who will provide confidential advice and support. Confidentiality will always be maintained as far as possible.

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We will always

- Speak up and do something about bullying, harassment or discrimination
- Encourage and support those who challenge or report such behaviour
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We will Never

- Tolerate any action or behaviour that could be viewed as bullying or harassment
- Accept any kind of discrimination
- Make inappropriate jokes, try to humiliate a colleague or spread rumours
- Threaten a colleague with physical or verbal violence



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