



## WORK HARASSMENT POLICY STATEMENT

D&D Rail Limited believes that every employee has the right to a supportive working environment free from harassment. The company recognises that any harassment is a serious problem which, through the creation of threatening or intimidating work environments, can interfere with job performance, undermine job security and cause serious stress leading to health problems.

The company is committed to eradicating harassment from within its workforce and no form of harassment will be tolerated. Any serious or persistent form of harassment will be regarded as gross misconduct, which may result in dismissal.

Definition: What is Harassment?

- Workplace harassment is any conduct related to race, colour, religion, nationality, gender, disability, sexual orientation, age (or any other personal characteristic) that is unwanted by the recipient.
- Harassment may be conduct, which is physical, verbal or non-verbal. It may be persistent or an isolated incident and may be directed at one or more individuals. The source of harassment may be a single work colleague or several colleagues, a supervisor or manager, or a contractor.

Workplace harassment will be dealt with under the company's Disciplinary and Grievance Procedure.

Any employee being harassed is able to seek confidential support and advice from the Managing Director or his Personal Assistant.

Formal complaints of harassment will be investigated by the Managing Director or his Personal Assistant.

Wherever possible the employee who is being harassed should make the decision about how the issue is to be dealt with. Therefore managers shall pay considerable regard to the views of the employee before deciding how to proceed.

Management action will have as its overriding objectives, to stop the harassment as quickly as possible to minimise the distress caused and to discourage the likelihood of further similar cases.

All harassment cases are taken seriously and the complainant will not be victimised.

Harassment cases are dealt with in the strictest confidence.

Where required, external advice and guidance shall be sought to assist in resolving the complaint.

Perpetrators of harassment will be offered support and / or counselling to change their behaviour and attitudes in cases where informal action is the most appropriate and in cases where the appropriate disciplinary action is not dismissal.

The occurrences of harassment and how it is resolved will be monitored in order to ascertain the effectiveness of this Policy and the procedure. Continuous improvement measures will be taken if required.

This policy is to be reviewed annually (as a minimum) unless there are changes in the responsibilities of the persons named within it or other changes of substance, in which case a revised policy will be issued immediately to all existing policy holders.

**David Farrow** M.B.E.  
Managing Director  
D&D Rail Limited

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