



POLICY/PROCEDURE	Dignity At Work Policy
VERSION	2.0
POLICY WRITTEN BY	Karen Skelton, Head of People
DATE	25/09/2024

INTRODUCTION

The purpose of this Policy is to set out examples of the type of conduct that may constitute bullying, discrimination, harassment or victimisation, and to confirm our commitment to dealing with such conduct. This Policy also details how our staff can raise a complaint if they experience or witness this kind of conduct.

Policy Statement

Here at Beeswift Limited, we are committed to providing a work environment where everyone is treated with dignity and respect. We do not tolerate any form of bullying, discrimination, harassment or victimisation.

We understand that experiencing inappropriate behaviour can impact on our employees' physical and mental wellbeing. We always take any allegations seriously.

We all have a responsibility for creating a culture where our colleagues are treated with dignity and respect. For the success of this Policy, everyone should ensure they take the time to read and understand it.

This Policy sets out examples of the type of conduct that may constitute bullying, discrimination, harassment or victimisation. It also confirms our commitment to eliminating such conduct.

Where bullying, discrimination, harassment or victimisation is found to have taken place, it will be dealt with under our Disciplinary Procedure. In some cases, this may even lead to the summary dismissal of the individual responsible.

This Policy applies to everyone who works for us, including employees, agency workers and consultants.

This Policy does not form part of your contract with us, and we reserve the right to amend or remove this Policy.

Legislative Framework

Under the Health and Safety at Work Act 1974, we have a duty of care to provide our workers with a safe place and system of work. This includes a workplace free from bullying, discrimination, harassment and victimisation.

We are also committed to preventing unlawful discrimination in the workplace in accordance with the Equality Act 2010; this Policy has been updated in accordance with the Worker Protection (Amendment of Equality Act 2010) Bill which has strengthened existing protection for workers against sexual harassment, which takes effect from October 2024.

Our workers should also be aware that, in some cases, individuals may also be held legally liable for breaching these legislative frameworks and may be individually liable for paying compensation awards imposed by a court or employment tribunal.

What is bullying?

Bullying can be described as unwanted behaviour from a person or group of people that is either:

- Offensive, intimidating, malicious or insulting
- An abuse or misuse of power that undermines, humiliates or causes physical or emotional harm to someone.

The bullying might:

- Be a regular pattern of behaviour, or a one-off incident
- Happen face-to-face, online, by phone or in writing such as on social media, emails or calls
- Be verbal or non-verbal
- Happen at work or in other work-related situations
- Not always be obvious or noticed by others.

Examples of bullying include:

- Someone has spread a malicious rumour about you
- Your manager keeps giving you a heavier workload than everyone else
- Someone keeps putting you down in meetings
- Someone holding back information or 'deliberately' losing information
- Being excluded from team social events
- Someone has put humiliating, offensive or threatening comments or photos on social media
- Someone at the same or more junior level keeps undermining your authority

Bullying is not:

- Being held accountable for your performance or conduct
- Being given constructive feedback, such as from a member of management

If you are in a senior position, it may be difficult for you to realise that you are experiencing bullying behaviour from your employees; however, having a managerial position does not make you immune from the impacts and effects of bullying and we should take these allegations just as seriously as any other.

Upward bullying can be from one colleague or a group of colleagues. Examples can include:

- Showing continued disrespect
- Refusing to complete tasks
- Spreading rumours
- Doing things that make you seem unskilled or unable to do your job properly.

What is harassment?

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment targets a protected characteristic in relation to: age; disability; gender reassignment; race; religion or belief; sex; sexual orientation.

A single incident of unwanted or offensive behaviour to one individual can amount to harassment.

Examples of harassment include:

- Sexually suggestive or offensive jokes or gestures, comments or innuendos
- Suggestive looks, staring, leering or whistling
- Propositions or sexual advances
- Unnecessary touching, including pinching, pushing, brushing past someone
- Suggestions that sexual favours may further someone's career, or that refusing them may damage it
- Displaying or sending sexually graphic or offensive images or material
- Making offensive remarks about a person's race, religion, ethnic or national origin
- Repeatedly using the wrong pronouns or name for someone who is trans or non-binary, despite being aware of or having the right information
- Ridicule or assumptions based on stereotypes in relation to a protected characteristic
- Making jokes or offensive remarks about a protected characteristic
- Excluding someone because of a protected characteristic

A person may be harassed even if he/she was not the intended 'target'. For example, a person may be harassed by racist jokes about a different ethnic group if they create an offensive environment for him/her.

Harassment can include:

- A serious one-off incident
- Repeated behaviour
- Verbal or non-verbal conduct

A person may be harassed even if they were not the intended target.

It is still against the law even if the person being harassed has not asked for it to stop.

Third party harassment

We want to create a workplace which is free of harassment. This objective extends beyond acts of harassment by those working for us to harassment by third parties such as customers, suppliers, contractors and vendors.

You are encouraged to report any third-party harassment you are a victim of, or witness, in accordance with this Policy.

We will take active steps to prevent third-party harassment of staff. Actions will include placing signs around our site where customers or third parties may come into contact with our staff. We will also make our Dignity at Work Policy readily accessible to third parties by placing this on our Company website. We will continue to monitor the effectiveness of our preventative measures.

We will continually assess the risk of third-party harassment in the workplace. We encourage you to come forward with any areas in which you believe our third-party harassment protection could be improved, for example by letting a member of management or HR know.

If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Actions can include warning the harasser about their behaviour, escorting them off or banning them from our premises, reporting their behaviour to their own organisation, removing them as a customer or supplier, and / or reporting any criminal acts to the police.

What is discrimination?

Discrimination means treating someone 'less favourably' than someone else, because of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These are known as 'protected characteristics'. The Equality Act 2010 protects people against discrimination at work in relation to a protected characteristic.

Examples of direct discrimination at work could be:

- Someone is not offered a promotion because they are a woman, and the job goes to a less qualified man
- A close friend or colleague has surgery to change their sex. Some of his employees find out about the surgery and stop inviting them to social events
- A manager rejects a colleague for a wine buying team because they believe the colleague is Muslim because of their name, and would therefore not want to work with alcohol.

What is victimisation?

Victimisation means treating a worker badly (subjecting them to a detriment) because they have done a protected act.

Victimisation also means subjecting a worker to a detriment because it is believed they have done or are going to do a protected act; the worker does not actually need to have done the protected act.

A protected act is:

- Making a claim or complaint under the Act (for example, for discrimination or harassment)
- Helping someone else to make a claim by giving evidence or information
- Making an allegation that someone has breached the Act, or;
- Doing anything else in connection with the Act

In order to be protected, the person must genuinely believe that the information or evidence they are giving is true.

Our position

We will not tolerate bullying or harassment by anyone working for us.

We expect you to treat people with respect and dignity in all communications you have with them, whether face-to-face, over the phone or in writing.

We will assess the risk of harassment in the workplace and keep our risk assessment under regular review. We encourage you to come forward with any areas in which you believe harassment protection could be improved.

You are encouraged to report any harassment you are a victim of, or witness, in accordance with this Policy.

As a business, we are guided by our core values, including integrity, passion, teamwork and work ethic. These values impact the way we view workplace behaviours and our expectations of you. Our managers are trained to recognise behaviours which may amount to bullying and harassment. We will continually raise awareness to our employees on what our values mean and explain how you must 'live' these values in your interactions with others.

Resolving Things Informally

We would always encourage individuals to try to sort things out informally if possible. Explaining to the person how you feel and asking them to stop may resolve the situation. They might not realise the impact their words or actions and may not have meant to offend or upset you.

If you do not feel comfortable speaking to the individual in person, you should talk to your manager or HR about the problems you are experiencing or have witnessed. If it is appropriate, your manager or another member of the management team may speak to the person confidentially to say that their conduct is inappropriate and that it needs to stop. Wherever possible, your manager or HR will aim to resolve things as quickly and informally as possible. Dealing with things informally is often much less stressful and can be much quicker than a formal process.

Making a Formal Complaint

If you do not feel able to sort things out informally, you can make a formal complaint in writing, following our Grievance Procedure.

Your written grievance should set out the full details of the conduct in question, including the name of the person responsible, the nature of the complaint, the date(s) and time(s) of at which it occurred, the names of any witnesses, and any action that has been taken so far to attempt to stop it from reoccurring.

Performance Management

Bullying is different from managing someone's performance. If your manager is giving you work to do or managing your performance using an informal or formal process, and they are doing so in a supportive way, this will not on its own be considered as bullying.

But if you do feel that your manager's behaviour towards you is unacceptable, you are encouraged to first talk to them about it. If you feel like you cannot do this, there are other ways to raise your concerns. See 'Making a Formal Complaint' above.

Behaviour Outside of Work

If you experience or witness unwanted or offensive behaviour that happens outside of the workplace but is still to do with your work, for example if you are at a work-related social event or training course, this may still fall under the scope of this policy.

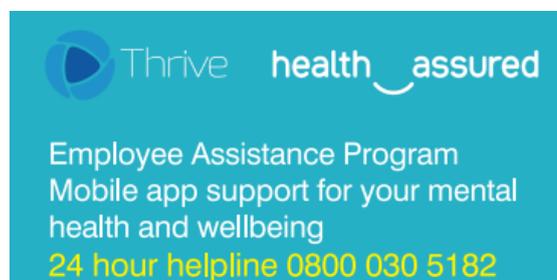
Confidentiality

We treat all Confidentiality is an important part of the procedures provided under this policy. Every worker involved in the operation of the policy, whether making a complaint or involved in any investigation, is responsible for observing the high level of confidentiality that is required.

Breach of confidentiality may give rise to disciplinary action under the Disciplinary Procedure.

Support For Employees

If you would like further support, please refer to our Wellbeing page on our intranet which has the details of our Wellbeing Champions (our trained Mental Health First Aiders) and other organisations. Alternatively, all our employees have access to our Employee Assistance Program 24 hour helpline on 0800 030 5182.



At 21st October 2024

Signed,

D R Washbourne

Print Name: **D R WASHBOURNE**

Position: Chief Executive Officer **ON BEHALF OF GERBER GOLDSCHMIDT GROUP (UK) LIMITED, BEESWIFT LIMITED AND BEESWIFT BV**

D J Griffin

Print Name: **D J GRIFFIN**

Position: Chief Financial Officer **ON BEHALF OF GERBER GOLDSCHMIDT GROUP (UK) LIMITED, BEESWIFT LIMITED AND BEESWIFT BV**

B Baldwin

Print Name: **B BALDWIN**

Position: Chief Operational Officer **ON BEHALF OF GERBER GOLDSCHMIDT GROUP (UK) LIMITED, BEESWIFT LIMITED AND BEESWIFT BV**