

BULLYING AND HARASSMENT POLICY

AMF Mech Ltd, trading as AMF MEP · dignity at work for everyone, wherever they work

Everyone at AMF is entitled to be treated with dignity and respect. Bullying, harassment, sexual harassment and victimisation are not tolerated, within the team, towards or by clients, design-team members and site personnel, at Company events, or online. This policy sits alongside the Equality, Diversity and Inclusion Policy.

1. What we mean

- **Bullying:** repeated behaviour that undermines, humiliates or intimidates someone. It can be obvious, or it can be persistent criticism, exclusion or the withdrawal of work.
- **Harassment:** unwanted conduct related to a protected ground that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. A single incident can be enough.
- **Sexual harassment:** unwanted conduct of a sexual nature with that purpose or effect, and less favourable treatment because someone rejected or submitted to it.
- **Victimisation:** treating someone badly because they raised a concern or supported someone else's.

Fair, reasonable management of performance, conduct or attendance is none of these things, even when the conversation is uncomfortable.

2. Preventing sexual harassment

Employers in Great Britain must take reasonable steps to prevent the sexual harassment of their people in the course of their work, including harassment by third parties such as clients, contractors and site personnel (section 40A of the Equality Act 2010, in force from 26 October 2024). That duty is being raised to all reasonable steps, and employers will also become directly liable where they permit a third party to harass their people, on a single incident, with no prior warning needed. AMF works to the higher standard now, and applies it to every member of staff wherever employed, including staff in Northern Ireland, where the Equality Act does not extend and separate legislation applies. In practice that means:

- We keep under review the situations our people work in: client meetings, construction sites, travel, online channels and Company events.
- The Head of Operations, as the Company's Designated Health and Safety Risk Assessor, keeps a dated sexual-harassment risk assessment covering those situations alongside the Company's other risk assessments, and it is reviewed at least annually.
- This policy is covered at induction.
- Harassment of our staff by a client's or a contractor's people is treated exactly as seriously as harassment by a colleague. We will take it up with the third party and change site or project arrangements to protect you.
- No one is ever criticised for raising it.

A disclosure that sexual harassment has occurred, is occurring or is likely to occur is also protected under the Whistleblowing Policy.

3. If it happens to you

If you feel able to, tell the person the behaviour is unwelcome, sometimes that ends it. If you would rather not, or it does not stop, raise it informally with your line manager or the Director; if the concern involves the Director, raise it with the Head of Operations. You can also raise it formally under the grievance procedure in the Staff Handbook. Mediation may be offered where both people agree and an independent external mediator can be arranged.

4. How we handle it

Complaints are investigated promptly, fairly and as confidentially as the investigation allows, by someone not involved in the matter. Both the person complaining and the person complained about are told what is happening and given a fair hearing. Proven bullying or harassment is a disciplinary matter and, where serious, gross misconduct. A complaint made

in good faith that is not upheld attracts no criticism; a complaint shown to be deliberately malicious is itself a disciplinary matter.

SIGNED BY



John Fleming
Head of Operations
for and on behalf of AMF Mech Ltd, trading as AMF MEP

Signed: 20 August 2026 Review due: August 2027

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