

AMF MECH LTD

DIGNITY AT WORK INCLUDING EQUAL OPPORTUNITY, BULLYING & HARASSMENT

1. AMF Mech Values

AMF MECH LTD is committed to maintaining a workplace environment that encourages and supports the right to dignity at work. All who work within the organisation are expected to respect the right of each individual to dignity in their working life. No bullying or harassment or sexual harassment within the Company or in connection with the work of the Company will be tolerated.

All individuals, whether directly employed or contracted by AMF MECH LTD, will be treated equally, and respected for their individuality and diversity, and have a duty and a responsibility to uphold this policy. AMF MECH LTD is committed to equality in access to, and terms and conditions of, employment. AMF MECH LTD shall not discriminate on the grounds set out in Equality Act 2010 and encourages its employees to follow suit.

Managers and supervisors have a particular responsibility to implement this policy and to make every effort to ensure that bullying and harassment does not occur, particularly in areas for which they are responsible. Managers and supervisors have an obligation to deal promptly and effectively with any incidents of bullying or harassment of which they are aware or ought to be aware. The reasonable and essential discipline arising from good management of the performance of an employee at work does not amount to bullying or harassment. For example, an employee whose performance is continuously signalled at a level below required targets may feel threatened and insecure in their work, but this in itself does not indicate bullying or harassment. Fair and constructive criticism of an employee's performance, conduct, or attendance does not constitute bullying.

Similarly, actions taken which can be justified as regards the safety, health and welfare of employees do not amount to bullying or harassment.

2. Bullying

A staff member shall not seek to degrade and / or humiliate another staff member in the company of other people or privately or make degrading or offensive comments to them at any stage. Staff shall not use offensive language or seek to minimise the importance of a task that another person is carrying out in such a manner as to degrade that person. Staff members shall not make jokes in an offensive manner in relation to and at the expense of another staff member. Non-compliance with this shall result in the disciplinary system being implemented.

The following is a non-exhaustive list of examples of types of behaviour that may constitute bullying: -

- Exclusion with negative consequences.
- Hostility through sustained unfriendly conduct.
- Verbal abuse/insult, including shouting, use of obscene language and spreading malicious rumours.
- Being treated less favourably than colleagues.
- Intrusion – pestering, spying or stalking.
- Menacing behaviour.
- Intimidation.
- Aggression.
- Undermining behaviour.
- Excessive monitoring of work.
- Withholding work related information.
- Repeatedly manipulating a person's job content and targets.
- Applying blame for things beyond the person's control.
- Constant humiliation, ridicule, belittling efforts.
- Inappropriate overruling of a person's authority, reducing a job to routine tasks well below the person's skills and capabilities without prior discussion or explanation.
- Use of social media to undermine or exclude colleagues.

It is important to re-state that, the reasonable discipline and/or performance management of an employee does not amount to bullying or harassment. Fair and constructive criticism of an employee's performance, conduct, or attendance does not constitute bullying. Similarly, actions taken which can be justified as regards the safety, health and welfare of employees do not amount to bullying or harassment. Expressing differences of opinion strongly does not constitute bullying.

Vexatious complaints of bullying will be subject to the disciplinary procedure.

3. Harassment and Sexual Harassment

Employees shall not engage in the harassment of co-workers, clients, contractors, or any other person in the course of their employment with AMF MECH LTD. Many forms of behaviour, including spoken words, gestures or the display/circulation of words, pictures, or other material, may constitute harassment. Unlike with bullying, a single incident of the examples given under the heading bullying, may constitute harassment.

Sexual harassment includes examples as follows. This list is illustrative rather than exhaustive:

- Physical conduct of a sexual nature – this may include unwanted physical contact such as unnecessary touching, patting, or pinching or brushing against another employee's body, assault, and coercive sexual intercourse.
- Verbal conduct of a sexual nature – this includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.
- Non-verbal conduct of a sexual nature – this may include the display of pornographic or sexually suggestive pictures, objects, written materials, emails, or text messages. It may also include leering, whistling, or making sexually suggestive gestures.

4. Complaints and Investigation Procedure

Complaints by employees or other persons in the workplace of bullying or harassment at work will be treated with fairness, sensitivity, respect and (as far as possible) confidentially for all parties concerned. Any person accused of bullying or harassment will be afforded natural justice and treated with fairness and sensitivity. No one will be victimised for making a complaint in good faith or for acting in good faith as a witness to an investigation. The steps for complaints made in relation to this policy are set out here.

5. Informal Process

Any employee who believes they are being bullied or harassed should, where possible, indicate directly to the person complained of that the behaviour in question is unacceptable. If the employee believes that approach is not suitable or has been unsuccessful, the employee may then make an informal complaint, by way of an approach to their immediate manager or the individual outlined in their letter of appointment in the first instance to attempt to resolve any issues or concerns they may have. Employee concerns will be dealt with in a confidential manner, in so far as is possible. Follow up steps may be agreed between the parties. Meetings will be arranged at a time that is suitable to all concerned parties, as agreed. The 'open door' policy should be used to address issues of concern to an employee as soon as a situation arises.

6. Mediation (with a trained Mediator)

Where the Informal Process has not resolved the issue to the satisfaction of the parties, mediation can be used as an alternative method of resolving issues relating to bullying and harassment. It involves the parties seeking to arrive at a solution through mutual agreement, rather than through a formal investigation process. It provides a confidential opportunity for the person who feels that he/she has been bullied or harassed and the person accused of carrying out this inappropriate behaviour to discuss the matter and to reach an agreement on their continuing working relationship. If both parties agree to resolve the issue by mediation, the Managing Director will arrange the mediation process. An appropriate person, acceptable to both parties will be assigned as a mediator. If the matter is resolved by mediation no disciplinary action will be taken.

7. Formal Procedure (including investigation)

If the mediation breaks down or fails to achieve its goal or if the employee concerned feels it is inappropriate to resolve the matter by mediation or if the allegation is sufficiently serious the employee can make a formal complaint by using the Company's grievance procedure.

The complaint will be fully investigated, and we may bring disciplinary proceedings, if appropriate. We will follow our Disciplinary procedure and the accused employee will have the rights set out in that procedure. The procedure will be implemented at the appropriate stage for the seriousness of the allegation. Complaints of bullying and harassment will often be allegations of gross misconduct that, if proved, could lead to dismissal without notice.

8. Definitions

Bullying

Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. It excludes reasonable disciplinary action or performance management.

Discriminatory Grounds

This includes: age; disability; gender and gender reassignment (with or without medical supervision); race (this includes ethnic or national origins, colour and nationality); religion or belief; sex and sexual orientation; marriage and civil partnership; pregnancy, maternity and paternity.

Harassment

Any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. It may be targeted at one person or a group of people. A once-off incident of inappropriate behaviour can constitute harassment.

Sexual Harassment

Any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. A once-off incident of inappropriate behaviour can constitute sexual harassment.

SIGNED BY

Adam Fleming Company Director
for and on behalf of AMF Mech Ltd



Signed Date:

.....10/08/2025.....

Expiry Date:

.....10/08/2026.....

