

Harassment Policy Statement

Aonyx Limited recognise that harassment is against the law under the Equality Act 2010. We are committed to providing a workplace where everyone is treated with dignity and respect and will deal with any cases of harassment that do occur.

Bullying and harassment will not be tolerated and may be treated as a disciplinary offence.

We will:

- provide training for all managers and supervisors in all aspects of our policies and procedures concerning dealing with grievance and disciplinary matters including harassment.
- set out the standards of behaviour expected from employees while they are working both on and off premises, including those working away from their base location. These standards will also apply to visitors to the organisation.
- lead by example, placing importance on the behaviour of senior management through to employees.
- set out the definition of harassment and list those behaviours which are not acceptable, and which will not be tolerated.
- maintain fair procedures for dealing promptly, fairly, confidentially and sensitively with complaints from members of staff, applying clear grievance and disciplinary procedures.
- we will investigate any complaints promptly and objectively and will take complaints seriously. All circumstances will be considered before reaching a conclusion.

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| Signed | |
| Date | Job title |

