

## Dignity and Respect Policy

### 1. Policy Statement

Riello UPS has a strong commitment to equality, diversity and inclusion and promotes a positive culture that celebrates difference, challenges prejudice and ensures fairness. Our staff are our greatest assets, and all employees of the Company should expect to be able to excel and be respected and valued for their unique perspectives and contributions.

Integrity, collegiality and inclusivity are central to the Company's values. In accordance with these values the Company is committed to providing an environment in which all employees of the Company treat each other with dignity and respect, and where bullying, harassment and discrimination are known to be unacceptable. This Policy sets out the expectations placed on all employees of Riello UPS.

The Company regards any incident of bullying, harassment or discrimination as a serious matter and will respond promptly and sensitively to formal complaints, and where appropriate, take disciplinary action.

### 2. Scope and Purpose

This Policy applies to all employees of Riello UPS in relation to both individual and collective activities and dealings with others in the Company.

The purpose of the Policy is to:

- Foster a positive culture for working that supports freedom of thought and expression within the law and within a framework of respect for other people's rights.
- Promote an enabling and inclusive environment where all individuals are treated with dignity and respect, free from bullying, harassment and discrimination.
- Ensure that occurrences of bullying, harassment and discrimination are taken seriously and dealt with promptly and with due sensitivity.
- Set out the framework for raising, addressing and resolving concerns about individual and/or organisational behaviour.

### 3. Responsibilities

#### 3.1. Individuals

As an employee of the Company you have the responsibility to:

- Demonstrate respect and integrity in our interactions with individuals and groups.
- Work collaboratively, collegially and effectively in teams within and across the departments.
- Identify and challenge unacceptable behaviour when it occurs, even if it is not directed at ourselves.
- Address and resolve matters ourselves, where reasonably possible, positively and constructively.
- Raise more serious concerns with your line manager and participate positively in approaches to resolve them.
- Modify our behaviour should we become aware that we have behaved unacceptably in relation to this Policy, even if no complaint has been made.

### 3.2. Managers

In addition, managers of staff and others with responsibility for areas of work or study have:

- A responsibility to lead in promoting a culture of dignity and respect, and
- A duty to take timely and relevant action to resolve concerns.

### 3.3. Company

Expectations of the Company as an employer will be to ensure that:

- It fosters a positive culture for working, allowing freedom of thought and expression within a mutual respect framework.
- It treats staff with openness, respect and dignity at all times.
- Complaints of harassment, bullying or discrimination are treated seriously and with discretion.
- Staff feel safe and are listened to when raising concerns about behaviour.
- Malicious or vexatious allegations are dealt with in line with the Company's disciplinary procedures.

## 4. Unacceptable behaviour

The Company expects all its employees to treat others with dignity and respect and regards bullying, harassment or discrimination as unacceptable behaviour. The Company will respond promptly and sensitively to formal complaints, and where appropriate, take disciplinary action.

Examples of unacceptable behaviours in the workplace can include, but are not limited to:

- Unwelcome physical contact ranging from unnecessary touching to serious assault
- Intimidating or threatening behaviour or language
- Unwelcome attention or advances of a sexual nature
- Disparaging, ridiculing or insulting behaviour, language or gestures
- Inappropriate communication or visual display of offensive material
- Isolation, non-cooperation, or deliberate exclusion of an individual from a work situation (including work-related social events)
- Undermining of an individual through unfair work allocation or persistent unjustified criticism

## 5. Resolution

Employees are encouraged, where possible, to resolve concerns informally.

Employees may wish to seek advice and support from a manager or the Company's external HR advisors.

**Workplace Ltd. 0330 400 5490 ask for Sarah or Amanda**

### 5.1. Options

Where an employee identifies a potential breach of this Policy, there are a number of ways they may wish to approach the matter in an attempt to resolve it, as set out below.

#### 5.1.1. Individual Action

Where an employee believes they are being subjected to treatment that is in breach of this Policy, they should seek to address this at the earliest possible stage.

Where they feel able to, the employee should make clear to the person causing the offence that

such behaviour is unacceptable to them. In many instances, this can be sufficient to bring an end to that behaviour.

**5.1.2. Seeking Informal Assistance**

If the employee does not feel able to resolve the matter themselves at an early stage, they may wish to seek advice and support from a manager or the Company's external HR advisors. **Workplace Ltd. 0330 400 5490 ask for Sarah or Amanda**

**5.1.3. Raising a Formal Complaint**

If the problem has not been resolved by informal means, or the employee feels it cannot be resolved through informal means, then they may submit a formal complaint.

This should be addressed to either the Managing Director or the Company's external HR advisors. **Workplace Ltd. 0330 400 5490 ask for Sarah or Amanda**

**5.1.4. Reporting concerns to Police**

Where an employee identifies a breach of this Policy that constitutes a criminal offence or an immediate threat to safety, they should report the matter to the Police. Employees should also inform the Company through the relevant internal route set out in this Policy so that appropriate steps can be taken and support provided.

**6. Monitoring**

The Company will monitor and review its performance on promoting dignity and respect, and the effectiveness of this Policy and associated procedures on an ongoing basis.

This Policy has been authorised and will be regularly reviewed and updated as required by the Managing Director.