Powered by I.M.M. Hydraulics

Interpump Hydraulics (UK) Ltd

• Interpump Fluid Solutions is a brand name of Interpump Hydraulics (UK) Ltd •
• Accounts Department: Units 5, Greenhill Industrial Estate, Birmingham Road, Kidderminster, DY10 2RN •

24HR TEL: 03333 209 888 • **WEB:** interpumpfluidsolutions.co.uk • **EMAIL:** accounts@interpumpfluidsolutions.co.uk

INTERPUMP HYDRAULICS UK LTD

Harassment Policy

The Company will not tolerate any form of harassment or bullying.

The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are to employees who may suffer harassment or bullying.

The Company intends to provide a neutral working environment in which no one feels threatened or intimidated.

Harassment is a discriminatory act and is also a criminal offence. It is very difficult to define as it can take many forms, but in the main it takes the form of unwanted behaviour by one employee towards another, for example:

Patronising or belittling comments, Comments about appearance/body/clothes. Leering or staring at a person's body. Unwelcome sexual invitations or pressure. Promises or threats, concerning employment or conditions, in exchange for sexual favours. Displaying offensive or sexually explicit material. Touching, caressing, hugging or indecent assault.

Please remember the test is that the behaviour is UNWELCOME, UNINVITED AND UNRECIPROCATED.

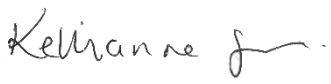
Bullying is also difficult to define. Obvious examples are:

Threats of or actual physical violence. Unpleasant or over repeated jokes about a person. Unfair or impractical work loading. Procedure If you encounter a problem of this nature, it is vital that you make the person responsible aware that his/her remarks or conduct are offensive to you. This should be done in a simple, straightforward way.

It is recognised that complaints of harassment or bullying are often of a sensitive or worrying nature and that it may be difficult to speak directly to the other employee involved. If this is the case, you should put your request in writing and hand it to the harasser or bully.

When or if the informal approach fails or if you believe that the harassment or bullying is of a very serious nature you must bring the matter to the attention of your Manager. If possible, you should keep notes of the harassment or bullying so that the formal complaint can be investigated, including the date, time and whereabouts of the act.

If you make a formal complaint it will be dealt with under the grievance procedure and all possible actions will be taken to separate you from the alleged harasser or bully.

If you bring a complaint of harassment or bullying, you will not be victimised for having brought the complaint. However, following a full investigation, if the Company has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action under the Company's disciplinary procedure.

Regards Kellianne Gray HSEQ Manager & HR 06.01.26