

INVER DESIGNS DAC

DIGNITY AT WORK POLICY

Inver Designs DAC is committed to providing all its employees with an environment free from bullying/harassment.

All employees have both rights and responsibilities. Employees have a duty to their colleagues not to bully them, and have rights if they are accused of bullying, which must also be defended.

All employees are required to comply with this policy and appropriate measures will be taken to ensure that bullying/harassment does not occur.

Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and work-related social events, whether on the premises or off site.

The policy applies to bullying/harassment not only by fellow employees but also by a client, customer or other business contact to which an employee might reasonably expect to come into contact within the course of their employment.

Definition of Bullying

Bullying in the workplace is described as:

Repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

Other examples of bullying behaviour include:

- Purposely undermining someone;
- Targeting someone for special negative treatment;
- Manipulation of an individual 's reputation;
- Social exclusion or isolation;
- Intimidation;
- Aggressive or obscene language;
- Jokes that are obviously offensive to one individual by spoken word or email;
- Intrusion by pestering, spying and stalking;
- Unreasonable assignments to duties which are obviously unfavourable to one individual;
- Repeated requests with impossible deadline or impossible tasks

Definition of Harassment

Sexual harassment is any form of 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.

The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

- Sexual gestures
- Displaying sexually suggestive objectives, pictures, calendars
- Sending suggestive and pornographic correspondence including faxes, text messages or e-mails
- Unwelcome sexual comments and jokes
- Unwelcome physical conduct such as pinching, unnecessary touching, etc.
- Same sex sexual harassment.

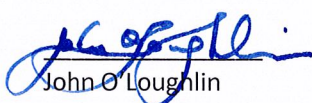
Harassment on the grounds of gender, marital status, family status, race, age, religious belief, sexual orientation, disability or membership of the traveller community is defined as any unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.

The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Complaints Procedure

- A person who believes that they are the subject of bullying/harassment should ask the person responsible to stop the offensive behaviour.
- If a person finds it difficult to approach the alleged person directly then a person should seek help and advice on a confidential basis from the Managing Director.
- When a formal complaint is being made, then the employee should contact their manager as soon as possible. If this is inappropriate, then the employee should contact the Managing Director
- A formal investigation of the complaint will take place with a view to determining the facts and the credibility or otherwise of the allegation(s).
- Both parties will be given the opportunity to comment on the findings before any action is decided upon by management. All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable.
- A record of all relevant discussions which take place during the investigation will be maintained by management. Both parties will be given an opportunity to comment on the conclusions of the investigation team. Both parties will be given a copy, in writing, of the conclusions reached by the investigating team.
- Should a case of bullying or harassment be proven then the organisation will take appropriate disciplinary action.

Signed,



John O'Loughlin

Chief Executive