



Eco Sourcing Hub
REDUCE COSTS, EMISSIONS & RISKS

Anti-harassment and Bullying Policy

FM031





At Eco Sourcing Hub, we are dedicated to fostering a work environment that is devoid of harassment and bullying, ensuring that all employees are treated and treat others with dignity and respect.

Scope of the Policy

This policy addresses instances of harassment or bullying that may occur within or outside the workplace, including during business trips or work-related events. It applies to all staff members, including consultants, contractors, agency workers, as well as to interactions with third parties such as customers, suppliers, or visitors to our premises. Please note that this policy is subject to yearly review and may be revised as necessary.

Harassment encompasses any unwelcome physical, verbal, or non-verbal behaviour that undermines an individual's dignity or creates an environment that is intimidating, hostile, degrading, humiliating, or offensive. It's important to note that harassment may occur even with a single incident. Additionally, harassment may involve sexual conduct or be related to various personal characteristics such as age, disability, gender identity, race, religion, or sexual orientation.

Examples of harassment include physical gestures, unwanted advances, offensive electronic communication, or mocking someone's disability, among others.

Bullying refers to offensive, intimidating, or malicious behaviour that involves the misuse of power, making the victim feel vulnerable, upset, humiliated, or threatened. Bullying can take various forms, including physical threats, excessive supervision, or derogatory remarks about performance.

It's important to differentiate legitimate criticism or reasonable instructions given in the context of employment from bullying behaviour.

Reporting Harassment or Bullying

If you experience harassment or bullying, you're encouraged to address the issue informally with the individual responsible. Alternatively, you can seek support from your line manager or the Managing Director, who can provide confidential advice and assistance in resolving the matter either informally or formally through our Grievance Procedure.

Formal Complaint Process

Should informal steps not be feasible or effective, you have the option to raise the matter formally under our Grievance Procedure. We will ensure that all complaints are investigated promptly and confidentially by an impartial individual with appropriate experience.

Protection and Support

Employees who raise complaints or participate in investigations in good faith should not face any form of retaliation or victimization. Any such behaviour will be subject to disciplinary action.

Record-keeping

Information pertaining to complaints and their outcomes will be documented in accordance with our Data Protection Policy.