

## BULLYING AND HARASSMENT POLICY

Senior Management of Perdon Group believes all employees should work in an environment free from bullying.

Bullying is repeated, unreasonable behavior directed toward a worker, or group of workers, that creates a risk to health and safety.

Bullying may include:

- Verbal insult or abuse
- Personal attack, threats, intimidation and misuse of power
- Job-related harassment, such as withholding information, having responsibilities removed or work overload
- Deliberate exclusion or isolation from workplace activities.

Single incidents can also present a risk to health and safety and will not be tolerated. Bullying may cause the loss of trained and talented workers, reduce productivity and morale, and create legal risks. Management of Perdon Group have a responsibility to ensure workers are not bullied.

Perdon Group have procedures to deal with bullying. All reports will be treated seriously and investigated promptly, confidentially and impartially. All employees are encouraged to report workplace bullying.

Perdon Group will ensure that workers who make reports, and anyone else who may be involved, are not victimised.

It is the role of employees to treat fellow workers with dignity and respect, to comply with this Policy and report incidences of breaches of this policy to supervisors or management as necessary.

Consequences of breaches If this policy is not adhered to may result in disciplinary action, including a warning or dismissal, depending on the circumstances.



**Martin Sweeney**

**Director**