

# Brambles

## **Global Dignity at Work Policy**

**Brambles Limited**

Revised: 1 January 2020

Version 2.0

### Summary

Brambles is committed to creating a work environment free from harassment, bullying and victimisation and ensuring all staff are treated, and treat others, with dignity and respect. Harassment and bullying can have a significant detrimental effect on individual health and well-being, work performance and may even cause people to leave their jobs. The effects on the Company including loss of morale, poor performance, increased turnover and litigation and damage to reputation, are no less significant. Bullying, harassment and victimisation are regarded by Brambles as misconduct and may result in disciplinary action including, in serious cases, summary dismissal for gross misconduct, subject to local legislation.

**“ The purpose of this policy is to promote the Company’s stance in respect of dignity at work and seek to ensure that everyone working at Brambles is treated with dignity and respect ” .**

### Scope, Review & Responsibility

This policy covers all individuals working for Brambles including employees, contractors and agency workers. This policy covers harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions. The policy also covers harassment or bullying of/by any third parties, including customers, suppliers or visitors to Brambles premises. The policy shall be kept under review and may be modified and amended at the Company's discretion. Whilst employees and those working at Brambles are bound to adhere to the standards contained in the policy, the policy itself is not intended to have contractual effect.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Employee Relations team.

Brambles is responsible for the implementation of this policy and ensuring that those working for the Company are protected against harassment and bullying. Managers have a specific responsibility to operate within the boundaries of this policy and to facilitate its operation by ensuring that employees understand the standards of behaviour expected of them and by identifying and acting upon behaviour that falls below these standards.

Employees have a corresponding duty to ensure that they take the time to read and comply with the policy and to treat their colleagues with dignity and respect at all times.

### What are harassment, bullying & victimisation?

**Harassment** is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

Harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or any category as defined by local legislation. Harassment is unacceptable even if it does not fall within any of these categories.

**Bullying** is offensive, intimidating, malicious or insulting behaviour or an abuse or misuse of power, which has the purpose or effect of making a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

### **The different forms of harassment and bullying**

Equally there are many channels via which bullying and harassment may occur including social media, email, instant messaging and the use of other information technology/communication devices (such as mobile phones) utilised by the Company and its staff. At no time should staff use such devices and equipment to generate, download, store or forward to others (internally or otherwise) any material whether by text, picture or in any other form, which may be regarded as offensive or create an intimidating, hostile, degrading or humiliating environment for the recipient.

Whilst it is not always possible to control the flow of such materials inwards from other users, the Company will not tolerate the storing, forwarding or downloading of any such material. Such conduct may be regarded by the Company as gross misconduct and render employees liable to disciplinary action up to and including dismissal, subject to local legislation.

**Victimisation** may be defined as less favourable treatment because someone has, in good faith, made an allegation of harassment or bullying, supported someone to make such a complaint or given evidence in relation to such a complaint.

### **Examples of harassment & bullying**

#### **Harassment**

Harassment may include, for example:

- unwanted physical conduct or "fooling around", including touching, pinching, pushing and grabbing;
- continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;
- sending or displaying material that is pornographic or that some people may find offensive (including emails, instant messaging, text messages, video clips and images sent by mobile phone or posted on the internet);
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;
- outing or threatening to out someone as LGBT+;
- offensive emails, text messages or social media content;
- mocking, mimicking or belittling a person's disability;
- coercion or pressure for sexual favours (e.g. to get a job or be promoted) and pressure to participate in political, religious or trade union groups, etc.;
- isolation or non-cooperation and exclusion from social activities; or
- intrusion, such as following, pestering, spying, etc

These examples are not exhaustive and other behaviour may also constitute harassment.

## **Bullying**

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about someone's performance;

These examples are not exhaustive and other behaviour may also constitute bullying.

Bullying does not include legitimate criticism of performance or behaviour.

## **Complaints procedure**

### **General**

All complaints about bullying and harassment should be raised at the earliest opportunity in order that they may be addressed. Complaints will be dealt with in accordance with local policy. Confidential advice and guidance may be sought from HR about dignity at work issues at any time.

#### **What should you do if you are being bullied or harassed?**

All complaints about bullying and harassment should be raised at the earliest opportunity to your line manager, HR or senior leader in order that they may be addressed. Complaints will be dealt with in accordance with local policy, available on the Employee Hub. Confidential advice and guidance may be sought from HR about dignity at work issues at any time. Alternatively, should you not feel able to raise your concerns in this way, your attention is drawn to the "Speak Up" hotline, details of which can be found on the employee hub or appropriate notice boards.

### **Confidentiality**

Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action, subject to local legislation.

#### **What should you do if you are accused of bullying or harassment?**

If someone approaches you informally about your behaviour, do not dismiss the complaint out of hand because you were only joking or think the complainant is being too sensitive. Remember that different people find different things acceptable and everyone has the right to decide what behaviour is acceptable to him or her and to have their feelings respected by others. You may have offended someone without intending to. If that is the case, the person concerned may be content with an explanation and an apology from you and an assurance that you will be careful in future not to behave in a way that you now know may cause offence. Provided that you do not repeat the behaviour, which has caused offence, that may well be the end of the matter.

If a formal complaint is made about your behaviour, this will be investigated in accordance with local policy.