

HARASSMENT & BULLYING POLICY



EMPLOYEE GUIDE



HARASSMENT & BULLYING POLICY

POLICY PURPOSE

EDF Energy fully supports the rights of all individuals to be treated with dignity and respect at work. Subjecting someone to harassment or bullying can be a form of discrimination. Not only is such behaviour unacceptable it is also unlawful. The policy provides information on harassment and bullying and outlines procedures for protection and redress for those who are the subject of harassment or bullying. It aims to prevent harassment and bullying against employees, third party workers such as contractors and agency staff, suppliers, customers and members of the public.

WHO DOES THE POLICY APPLY TO?

The policy applies to all EDF Energy employees other than those working in joint venture companies e.g. Powerlink and Metronet where local policies will apply.

Contractors are also responsible for ensuring that their own employees, any agency workers and sub-contractors are aware of and abide by the policy.

POLICY STATEMENT

EDF Energy fully supports the rights of all individuals to be treated with dignity and respect at work. No employee should be subject to harassment or bullying for whatever reason. Such behaviour is unacceptable and is also unlawful. Harassment and bullying affects not only the individuals involved but also the Company as a whole, since people working in a climate of fear and resentment do not give their best. EDF Energy recognises that such actions can affect people's health, work performance, promotion and job prospects and it is the policy of EDF Energy to make every effort to provide a working environment free of harassment and intimidation.

QUESTIONS	ANSWERS
<p>What is the framework of the policy?</p>	<p>The policy is set within the framework of current employment legislation and relevant codes of practice, at the date of release. The policy will be frequently reviewed to ensure that it takes account of any future legislative changes.</p> <p>Managers and employees are encouraged to seek advice and guidance from Human Resources. Trade union members may also seek support from the trade union.</p> <p>EDF Energy's compliance with the Harassment & Bullying Policy will be monitored by Human Resources.</p>
<p>What training will be available?</p>	<p>To support the Company's Harassment & Bullying Policy, Human Resources, managers and employees will receive relevant training. The aim of this training will be to provide information, skills and advice to ensure the effectiveness of the implementation of the Company's Harassment & Bullying Policy and to create a working environment where all employees are treated with dignity and respect.</p>
<p>What is harassment?</p>	<p>Harassment can be defined as conduct which has the purpose or effect of violating the victim's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It can range from ridicule, offensive comments or rude gestures, to intimidation or physical abuse. Circulating or displaying pictures or literature which are offensive to particular groups or individuals might also constitute harassment. Incitement to harass is treated as seriously as harassment itself.</p> <p>Harassment may be behaviour that is unwanted and persistent but a single incident can also constitute harassment if it is sufficiently serious. In fact it is important to remember that any behaviour can constitute harassment if the victim finds it unacceptable. Behaviour can be defined as everything a person does and says which is observable and most behaviour will reflect a person's attitude.</p> <p>Harassment can take many forms and encompass a wide range of behaviour, examples of which are listed below. This list is by no means absolute, it is intended to provide an understanding of behaviour that might constitute harassment:</p> <ul style="list-style-type: none"> • Unwanted conduct affecting the dignity of a person at work, examples may be unwelcome sexual attention e.g. leering at a person's body, unnecessary touching or unwanted physical contact, compromising invitations, demands for sexual favours and suggestions that refusal or compliance may harm or enhance the individual's future; <p style="text-align: right;">Continued >></p>

QUESTIONS	ANSWERS
	<ul style="list-style-type: none"> • Demeaning, derogatory or offensive abuse, this can be defined as any hostile act or expression. Examples may include making inappropriate or offensive jokes or comments, mimicking accents or behaviour and making demeaning remarks about a person; • Subtle behaviour which a person may constitute as harassing, for example the “silent treatment”, inappropriate language which may offend and being excluded from work and social events.
<p>What is bullying?</p>	<p>Bullying can be defined as offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and causes stress. Typically, such behaviour will constitute bullying if it is persistent or regular, but a single incident could be regarded as bullying in certain circumstances. Examples include:</p> <ul style="list-style-type: none"> • Humiliating or haranguing an individual in front of others; • Shouting at an individual in a deliberate attempt to make them feel threatened or to undermine their confidence; • Threatening behaviour.
<p>What can an individual do if they have a complaint?</p>	<p>The aim of the policy is to ensure that all individuals are aware of what action they should take if they consider they are being subjected to harassment or bullying or are aware of another individual being subjected to harassment or bullying. The Company recognises that if an individual feels that they are being harassed or bullied, particularly by someone in a position of management over them, then they may feel uncomfortable about making a complaint. However, employees are strongly encouraged to tackle rather than ignore such situations.</p> <p>If possible the employee should first raise the matter with the individual and state that their behaviour is unacceptable and ask that it stop. Some people may not realise that their behaviour is offensive simply because it has never been challenged.</p> <p>If the harassment or bullying continues or the employee does not feel able to approach the individual they may raise the matter formally or informally with their manager or with Human Resources. Trade union members may also seek support from their trade union. Mediation and / or counselling support is available from Human Resources and / or Occupational Health depending on the nature and seriousness of the complaint. All employees can access the Company’s Employee Support Programme.</p> <p>Any complaints made under this procedure, will be treated seriously and will be investigated and dealt with in a sensitive and timely manner.</p>

QUESTIONS	ANSWERS
<p>How is a formal complaint dealt with?</p>	<p>A formal complaint will be investigated in an impartial and objective manner and the complainant will be given a full response. The investigation and report back will normally be conducted by a manager or Human Resources Manager, or both, depending on the circumstances and the complainant's wishes.</p> <p>Depending on the seriousness of the complaint and its outcome the investigating manager may choose one or more of the following courses of action:</p> <ul style="list-style-type: none"> • Conclude there has been no breach of the policy; • Conclude there has been a breach of the policy; • Make recommendations for action, including the possible instigation of disciplinary proceedings; • Inform the Branch Director of Human Resources of the breach or alleged breach of the policy. <p>An employee who makes a complaint or who is the subject of a complaint, can be accompanied by a fellow worker or a trade union official at all stages of the complaint and investigation.</p>
<p>What happens if the policy is breached?</p>	<p>Any employee found to be in breach of the Harassment & Bullying Policy will be liable to action under the Company's Disciplinary Procedure. This includes harassment and bullying against employees, third party workers such as contractors and agency staff, suppliers, customers and any other person(s) with whom employees have dealings during the course of their work. Where the breach of the policy is the result of serious misconduct, this could lead to dismissal.</p>

RESPONSIBILITIES

EMPLOYEES:

- Employees are responsible for familiarising themselves with the policy and raising any questions or concerns.
- Employees must comply with the Harassment & Bullying Policy at work, including at Company organised social events. When an employee believes harassment or bullying is occurring it should be tackled not ignored. This may include reporting incidents to management or Human Resources.

MANAGERS:

- Managers are responsible for enforcing the policy and where it is alleged that employees have breached the policy the appropriate disciplinary procedure must be instigated consistently.
- Managers have a duty and a responsibility to ensure that they make every effort to eliminate harassment or bullying and should be aware that they could be held liable for failure to take appropriate action to protect their staff.

HUMAN RESOURCES:

- Human Resources are responsible for distributing the policy to new employees.
- Human Resources are responsible for providing training and induction material for employees and managers.
- Human Resources are responsible for ensuring that complaints are investigated and reviewed properly and a log kept of any complaints that are made.