



Doc ref: D&R/F003/008 Issue 1

## Dignity and Respect at Work

Simon Hopkins Electrical Services' believes that everyone has the right to be treated with **dignity and respect** by all their colleagues and is committed to providing a working environment free of any discrimination, harassment or intimidation.

All employees and workers on our sites should be aware of the importance that the company attaches to **dignity and respect** at work through its policies on equal opportunities and harassment.

### Equal Opportunities

It is the company's policy to ensure that all job applicants and other workers are treated fairly and on merit regardless of their sex or sexual orientation, marital status, race, colour, nationality, ethnic origin, religion, beliefs or disability.

With this in mind everyone covered by this policy should ensure that they do not by their own actions, behaviour or attitudes directly, indirectly or unintentionally discriminate against another person. This could include discrimination when selecting for recruitment, promotion or training, office or site banter, and abuse or harassment of any other person in our workplace.

For employees, any acts of discrimination will be treated as disciplinary offences and serious incidents will be regarded as gross misconduct that may result in dismissal.

### Harassment

Personal harassment is damaging to the individual and to the company and will not be accepted. Complaints of harassment will be investigated and if proven, harassment will be treated as a disciplinary offence and may in serious cases constitute gross misconduct leading to summary dismissal. Anyone suffering harassment will be offered appropriate support that may extend to external counselling.

Harassment is any behaviour that is unwanted or offensive to the recipient or which causes them to feel threatened, humiliated, or harassed. This includes any creates a threatening or intimidating work environment.

Harassment can take many forms and people can be subject to harassment on a variety of grounds including, race, sex, sexual orientation, religious or political convictions, age, real or suspected infection with AIDS/HIV and disability.

The proprietor has overall responsibility for implementing this policy and it is the responsibility of all employees and sub-contractors to work under this policy in line with their individual responsibilities. This policy is publicly available and will be periodically reviewed at least annually to ensure ongoing relevance and improvement,

Simon Hopkins  
Proprietor

**Simon Hopkins Electrical Services**

March 2011