

East Midlands Pharma Harassment and Bullying Statement

Introduction

We recognise that our continued success depends on the loyalty, honesty, professionalism and hard work of all our staff. Therefore, we are committed to providing a positive working environment to support our staff to do their best. This policy cannot cover every eventuality of working life but it can help everyone to understand the main standards that affect our work and what is expected of us all.

The policy applies to all employees regardless of how long they have been employed, their contractual hours or contract type.

The Company will set the standards of behaviour that they expect all employees to demonstrate within the workplace and other work settings, for instance at work related events and social functions that have a strong connection with the workplace such as training sessions and celebratory events. In particular, we expect all employees to demonstrate in all that they do:

Honesty and integrity – in all our work we will act ethically and stay true to our standards as well as being open and demonstrating sound judgement

Mutual support – in all our working relationships we will treat others with consideration, dignity and respect. We are proud of EM Pharma and its reputation and want to continue to improve it together

Strong personal commitment to all fellow colleagues and customers – we aim to understand people and have consideration for their differing needs and see things from their point of view. We seek to listen to others feedback, show them that we care and deliver what we say we will. We aim to be conscious of the impact our behaviour has on others

Taking personal responsibility – we demonstrate a strong sense of responsibility to our fellow workers and customers. We are flexible and challenge ourselves to do better and encourage and value contributions from all employees

Inappropriate behaviour

Bullying, harassment and discrimination will not be tolerated in any circumstances. Any report of bullying, harassment or discrimination will be treated seriously and dealt with promptly.

Inappropriate behaviour can take a range of forms. It can be anything that is said, as well as body movements such as gestures and facial expressions. It can be face to face or via written communication in all formats, including email, the internet and the telephone and can include elements of non-communication such as silence or exclusion.

Victimisation of an employee or Trade Union member is also considered to be inappropriate behaviour. Through our values the Company has set the standards of behaviour that we expect all employees to demonstrate within the workplace and other work settings, for instance at work related events and social functions that have a strong connection with the workplace such as training sessions and celebratory events.

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Definitions

Bullying

Bullying is insulting, humiliating or malicious behaviour targeted at a group or an individual. It sometimes involves the abuse of power or position. Power is not necessarily due to seniority of position, it may be across levels within the Company. A Manager implementing the disciplinary or capability procedure is not in itself bullying behaviour. Examples of bullying include:

- Spreading malicious rumours or insulting someone;
- Overbearing supervision;
- Deliberately undermining a fellow worker by overloading and constant criticism;
- Picking on someone or setting them up to fail;
- Using the power that your position gives you over someone in order to make them do what you want;
- Preventing individuals progressing by intentionally blocking promotion or training opportunities;
- Setting impossible deadlines;
- Causing someone to become or feel less respected; and
- Making threats or comments about job security without foundation.

This list is not exhaustive.

Harassment

Harassment is unwanted behaviour from one employee that focuses on the personal characteristics of others, such as their sexual orientation, age, disability, gender reassignment, race, religion or belief and sex and has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the individuals. Complaints of offensive behaviour may be made by any employee, even if they do not have the relevant characteristics themselves.

Examples of harassment include:

- Ridiculing, demeaning someone or making offensive jokes;
- Crude or offensive language;
- Copying emails that are critical about someone to others who do not need to know;
- Unwelcome sexual advances e.g. touching, standing too close; and
- Displaying or circulating discriminatory or offensive pictures, images or materials.

Again this list is not exhaustive.

Raising a Complaint

Employees who observe or experience behaviour that causes offence or upset should use the company Grievance Procedure to raise their complaint.

Roles and Responsibilities

We are all responsible for seeking to eradicate harassment and bullying within and outside of our offices and sites. Employees should be aware of their personal responsibility to promote an inclusive environment free from harassment and bullying for their colleagues, customers, suppliers and the communities in which we operate.

All line managers have a specific responsibility to operate within this policy and to ensure that all staff understand the behaviours expected of them. It is also the managers' responsibility to promptly take action with such behaviours fall below the expected standard.

Discipline for Non-Compliance

Anyone who is found to have harassed and/or bullied another person in contravention of this policy and/or any mandatory local requirements will be subject to disciplinary action, up to and including dismissal. If the accused is a third party, the line leaders with Legal/Ethics and HR (as applicable) will consider the necessary action to adequately address their behaviour.

Anyone who deliberately provides false information or otherwise acts maliciously during an investigation (e.g. purposely making false allegations) may be subject to disciplinary action up to and including dismissal.

Regardless of whether an individual's report is substantiated, HR will consider how best to manage ongoing working relationships with the person(s) against whom the allegations were made.

Further Information

Questions about this policy and requests for information on dealing with harassment or bullying should be directed to the HR Officer.