



ELLIOTT BAXTER & COMPANY LIMITED

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Harassment Policy Statement

Elliott Baxter is committed to providing a workplace that is free from all forms of discrimination and sexual harassment. Any employee's behaviour that fits the definition of harassment is a form of misconduct which may result in disciplinary action up to and including dismissal.

Each employee of this company must refrain from harassment in the workplace. No employee should be subjected to unsolicited or unwelcome sexual or racial overtures or conduct in the workplace. This can include but is not unlimited to unwelcome verbal, nonverbal, visual, physical and electronic harassment.

Furthermore, it is the responsibility of all supervisors and managers to make sure that the work environment is free from all forms of harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated.

Instances of harassment must be investigated in a prompt and effective manner. Employees subjected to sexual or racial harassment will be able to seek advice, support and counselling in total confidence without any obligation to take the complaint further. We recommend any discussions are made with your Line Manager or the Personal Manager in the first instance.

All aspects of this policy and associated procedure will be handled with sensitivity and due respect for the rights of both the complainant and the accused and will be subject to the strictest safeguards of confidentiality.

A handwritten signature in black ink that reads 'Matt Elliott'.

Matt Elliott
Managing Director
January 2019