

Van Elle Ltd are committed to providing and sustaining a safe working environment in which everyone is treated fairly and with respect, and can flourish equally, without fear or favour.

Those working for, or dealing with the Company must not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.

In addition to the obligations placed upon both employers and employees by the Equality and Human Rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively competently and confidently

Everyone in the Company and those who have dealings with the Company have a personal responsibility to maintain good working relationships and ensure that their conduct is in accordance with the principles set out in this policy, and not use words or deeds that may harm the wellbeing of others.

Behaviour or attitudes that support coercion, harassment or bullying will not be tolerated, and whenever and wherever we observe such behaviour, we have a responsibility to always challenge it and support others who do so.

Everyone has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention. Any employee who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their line manager or with Human Resources, provided that they feel able to do so. Should the issues not be resolved at this stage, or the employee feels unable to raise the issue informally, then a formal resolution should be sought.

The Company has a "zero tolerance" policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

This Policy applies to all staff working within the organisation and to all employees working off the premises. The policy, in addition, covers the behaviour of staff outside working hours which may impact upon work or working relationships.



Signed

Mark Cutler - Chief Executive Officer

Date

08.09.2020

Review Date

08.09.2021