



**GENIE**  
CLEANING GROUP

# ANTI-BULLYING & HARASSMENT POLICY

### Our Commitment

The Genie Group is committed to providing a work environment that is free from all forms of bullying, harassment, discrimination, and intimidation. This policy outlines our commitment to maintaining a respectful workplace and the procedures for addressing incidents of bullying and harassment.

### Policy Statement

**Zero Tolerance:** The Genie Group has a zero-tolerance policy towards bullying, harassment, discrimination, and any form of inappropriate behavior in the workplace. All employees, including management, contractors, clients, and visitors, are expected to adhere to this policy.

### Definition:

- **Bullying:** Any behavior that causes distress, humiliation, or offense to an individual or group, including but not limited to verbal, physical, or psychological abuse, intimidation, or unwarranted criticism.
- **Harassment:** Unwelcome or offensive conduct that violates an individual's dignity or creates an intimidating, hostile, or humiliating environment, based on protected characteristics such as race, gender, sexual orientation, religion, age, disability, or any other status protected by law.

### Responsibilities:

- **Management Responsibility:** The Genie Group's management is responsible for ensuring a safe and respectful workplace by fostering an environment where all employees feel comfortable reporting incidents of bullying or harassment without fear of retaliation.
- **Employee Responsibility:** All employees are expected to treat each other with dignity and respect. If an employee witnesses or experiences any form of bullying or harassment, they should report it promptly following the outlined procedures.

### Reporting Procedure:

- **Open Communication:** Employees are encouraged to report any incidents or concerns of bullying or harassment to their immediate supervisor or any designated person within the organisation.
- **Confidentiality:** Reports will be handled with sensitivity and confidentiality to the extent possible, considering the need to investigate and take appropriate action.

**Investigation and Action:**

- Prompt Investigation: Upon receiving a report, The Genie Group will conduct a thorough and impartial investigation into the alleged incident. This may involve interviews with relevant parties and gathering of evidence.
- Appropriate Action: If bullying or harassment is substantiated, disciplinary action will be taken against the perpetrator(s) in accordance with the severity of the offense and company policies.

**Support and Prevention:**

- Support Services: The Genie Group will offer support to those who have experienced bullying or harassment, including access to counseling or other necessary resources.
- Prevention: Regular training and awareness programs will be conducted to educate employees about the policy, promote a respectful workplace culture, and prevent incidents of bullying and harassment.

SIGNED:



DATE: 30/08/2024

