

At Engenuity Solutions, our aim is to provide a workplace free from bullying, prejudice or sexual harassment, where our workers feel that they are respected and supported by others. This policy covers how we will treat all people engaged with the business as human beings. The definition of inappropriate or unsuitable behaviour in the office for a professional environment includes but is not limited to:

- Excessive swearing and use of foul language
- Yelling or screaming in anger, frustration or exasperation;
- Unsuitable jokes or stories involving violence, sex-related content or discrimination based on gender, origin, ethnicity, disability or religious belief
- Expressing violence; such as slamming doors, cupboards, throwing things, banging on desks, damaging property;
- Bullying in any form, including nasty comments, ignoring a person, deliberately antagonising a person, slander, or encroaching on another person's personal space;
- Any uninvited behaviour of a sexual nature;
- Behaviour or discussion unsuitable to be witnessed by a minor (U18 years).

As an Engenuity Solutions team member, you are expected to behave and communicate appropriately and professionally. Engenuity has zero-tolerance for any form of bullying, sexual harassment and discrimination. Disciplinary action will be taken against any person in breach of this policy. Engenuity Solutions is a workplace where:

- The natural behaviour is to have a cooperative attitude towards each member of the team, clients, and any other interested parties;
- Timely, open and respectful communication amongst leaders, workers, clients, and any other interested parties;
- All are valued equally independent of gender, age, disability, origin, religion, sexual orientation, political views, medical decisions etc., and feel comfortable expressing themselves;
- Supportive and empathetic behaviour amongst all involved people facing difficulties, e.g. grief, mental health issues, adapting to a new environment, language or literacy barrier, etc.
- All incidents contrary to this policy are uncovered, reported, investigated and pursued a just and fair outcome. Where outcomes that potentially breach criminal law arise, the authorities will be notified.

If you feel that you are being harassed or discriminated against, you may also raise a complaint to the Health & Safety Representative or through the [OHSE anonymous Channel](#). Adequate personnel will be assigned to investigate and resolve the situation.

This policy has been implemented and communicated throughout Engenuity and is made available to all workers and interested parties. It is reviewed for continuing suitability, relevance and appropriateness via IMS management reviews.

*Definition of Sexual Harassment: Sexual harassment is any unwanted, unwelcome, or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, coercion, the display of offensive material or other behaviour which creates a sexually charged or uncomfortable working environment.*