



Dignity at Work Policy

Introduction

Harassment and bullying – whether on grounds of sex, race, gender reassignment, disability, sexual orientation, age, religion or belief system or for any other reason – are unacceptable behaviour that GS Yuasa Battery Europe Ltd. (GYEUR) will not tolerate. Every employee of GYEUR has the right to be treated with dignity and respect. Appropriate disciplinary action, which may include dismissal, will be taken against any employee, of whatever seniority, who contravenes this policy.

GYEUR will not tolerate retaliation against or victimisation of any employee involved in the bringing of a complaint of harassment or bullying under GYEUR's procedure. Such retaliation or victimisation will itself constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.

Senior management of the GYEUR is fully committed to this policy (and the GYEUR's policy has the full support of the recognised trade union / company council etc).

What is harassment?

Harassment means verbal, non-verbal or physical conduct which:

- Is of a sexual nature or on grounds of a person's sex, race, colour, ethnic origin, pregnancy, maternity leave, marital status, transsexuality, disability, religion, belief system, age, sexual orientation or other personal characteristic; and
- Is unwanted; and
- Has the purpose or effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Harassment also means less favourable treatment of a person because he or she has rejected or submitted to the type of conduct described above.

Harassment can take many forms. Examples of harassment prohibited by this policy include:

- Verbal abuse or offensive jokes or pranks related to a person's sex, race, age, gender reassignment, disability, sexual orientation, religious beliefs, etc; lewd or suggestive comments; requests for sexual favours or repeated requests for dates;
- Unnecessary body contact; threatened or actual assault or violence;
- Deliberate exclusion from conversations or work activities on the basis of race, gender, age, disability, sexual orientation etc;
- Display of 'pin-ups', pornography, inflammatory or abusive literature or graffiti;
- Using e-mail or the internet for the purpose of bullying or making abusive or offensive remarks related to a person's characteristics such as their race, gender, disability, age, sexual orientation, religion, etc or to send pornography or inflammatory literature.



This is not an exhaustive list. Some forms of harassment plainly constitute gross misconduct for the purposes of the GYEUR's disciplinary procedure and will normally merit summary dismissal. Examples of this category would be:

- Threatened or actual sexual or racial assaults; and
- Suggestions or threats by managers or supervisors that sexual favours or racial origins could affect someone's job security or prospects.

Other forms of harassment may constitute gross misconduct depending on the circumstances of the case.

Employees should be aware that, as well as committing a disciplinary offence, an individual found by an employment tribunal to have harassed a fellow employee on the grounds of sex, age, race, gender reassignment, sexual orientation, disability, religion or belief in the course of their employment may be personally liable to compensate the victim. In addition, harassment for whatever reason may constitute a crime under the Protection from Harassment Act 1997 punishable by up to six months imprisonment or a fine of up to £5,000.

What is bullying?

Bullying is persistent behaviour directed against an individual or group of individuals which creates a threatening or intimidating environment that undermines the confidence and self-esteem of the recipient(s).

Bullying can take many forms. Examples prohibited by this policy include:

- Verbal abuse, such as shouting or swearing at colleagues;
- Threatening or insulting colleagues;
- Abusing power or using unfair penal sanctions;
- Practical jokes, initiation ceremonies or inappropriate birthday rituals;
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property;
- Ostracising or excluding colleague from work events or social activities

This is not an exhaustive list.

Bullying does not include appropriately conducted criticism of an employee's behaviour or job performance by management.

When can bullying or harassment occur?

An employee can be bullied or harassed by a colleague or subordinate as well as by a manager or supervisor; by an individual acting alone; or by a group of individuals. An employee can be bullied or harassed at work and also, through his or her connection with work, outside working hours and/or outside the workplace. GYEUR will not tolerate bullying or harassment whatever the perpetrators status, and wherever it occurs.

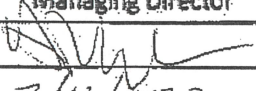

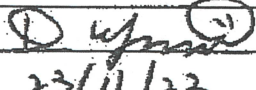
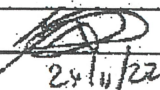


It is important to recognise that what one person may find acceptable, another may find totally unacceptable and that the essence of harassment and bullying is that the words or behaviour are unwelcome to the particular person who is the target of the words or behaviour. All employees must treat their colleagues with respect and appropriate sensitivity.

Responsibility of employees, supervisors and managers

It is the responsibility of all employees to comply with this policy and GYEUR's Equal Opportunities policy, and the particular responsibility of supervisors and managers to ensure it is carried out, with a view to developing and maintaining a working environment at GYEUR in which harassment and bullying are understood by all to be unacceptable. To this end, a copy of this policy is provided to all employees, who are expected to familiarise themselves with it and abide by its provisions. The policy does not, however, confer any contractual rights.

It is expected that all employees will act responsibly regarding this issue. False accusations of harassment or bullying can have a serious effect on innocent individuals. Therefore, should investigation show that a false accusation has been made in bad faith, appropriate disciplinary action, which could include dismissal, will follow. However, an employee who brings a complaint in good faith will not be subject to any detriment by GYEUR.

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Approved by:	Managing Director	Director	
Signature:			
Date:	2/12/2022	1/12/22	
Approved by:	Director	*Company Secretary	
Signature:			
Date:	23/11/22	28/10/22	