



## **Bullying & Harassment Policy**

It is the policy of Loyal Security Ltd to prohibit bullying or harassment of any employee by another employee, supervisor or manager. The purpose of this policy is to provide a workplace that is free from bullying and unlawful harassment. This policy prohibits harassment in any form, including harassment based on gender, unwelcome sexual advances, verbal, visual or physical conduct of a sexual nature, such as uninvited touching or sexually explicit materials such as pictures, books, posters and the like.

Management will attempt to confidentially investigate charges of bullying or harassment. Any employee found to be in violation of Company policy may receive disciplinary action up to and including dismissal.

Any employee who feels that he or she has been subject to, or has knowledge of, any harassment should immediately report the matter to your line manager. If you do not feel comfortable speaking to your line manager please contact the Personnel Manager, Operations Manager or a Director of the Company.

A handwritten signature in blue ink, appearing to read "S. [unclear]".

Managing Director

**Date Reviewed:** 04-08-2015  
**Next Review Date:** 03-08-2016