



Harassment and Bullying Guidelines for Supply Chain Partners

Harassment or bullying can take many forms from relatively mild banter or offensive language to actual physical violence. Crest Nicholson is committed to creating a work environment where employees and Supply Chain Partners behave professionally, and where everyone is treated with dignity and respect. Any form of harassment, bullying, verbal or physical abuse will not be tolerated.

The following examples are not exhaustive, but are provided as a guide:

- Derogatory or persistent remarks, insensitive jokes and pranks – especially involving physical characteristics, lifestyle, disability, race, faith, sexuality, etc.
- Unnecessary bodily contact or physical violence
- Showing pictures or photographs of a sexual or generally offensive nature that offend
- Making unwelcome obscene or offensive remarks, gestures, to/about the recipient
- Assault or touching in an indecent or sexually suggestive manner
- Seeking or demanding sexual favours as a condition of some employment benefit, e.g. promotion or a day off
- Withholding necessary information
- Public criticism
- Spreading malicious rumours, or insulting someone by word or behaviour
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker with constant criticism
- Preventing individuals progressing by blocking promotion/training
- Copying memos that are critical about someone to others without cause
- Overbearing supervision or misuse of power/position
- Ridiculing or demeaning someone - picking on them or setting them up to fail
- Exclusion or victimisation

Sometimes people are unsure whether or not the way they are being treated is acceptable. Consider the following:

- Has there been a change of management style to which you just need time to adjust?
- Can you talk over your worries with your immediate manager or colleagues who you may find share your concerns?
- Can you agree changes to workload or ways of working that will make it easier for you to cope?

The critical test is whether the conduct causes distress to the recipient, not whether it might be offensive.

All employees and Supply Chain Partners are entitled to be treated in a manner acceptable to them, and all Supply Chain Partners have a responsibility to respect the feelings and sensibilities of others.

Procedure

If you feel that harassment or bullying has occurred, then you have a responsibility to make it clear to the perpetrator that their behaviour is unacceptable and must stop. This action alone, in less serious situations, is often sufficient. If it continues and you do not wish to speak to the offender directly, you should seek advice from, or make a formal written complaint to your company.