

	<b>Document No.</b>	<b>Issue No</b>	<b>Title</b>	<b>Author</b>	<b>Approval Date</b>
	FEI.POL.1.14	1	<b>Bullying and Harassment Policy</b>	AJ	26/02/2024

## FEI Foods Ltd Bullying and Harassment Policy

FEI Foods Ltd is committed to providing a workplace environment that is free from bullying, harassment, and discrimination of any kind. This Bullying and Harassment Policy outlines our zero-tolerance approach to such behaviours and establishes procedures for reporting incidents, investigating complaints, and taking appropriate action to address and prevent bullying and harassment in the workplace.

- **Leadership Commitment:** We unequivocally condemn all forms of bullying, harassment, and discrimination in the workplace. This policy reaffirms our commitment to fostering a respectful, inclusive, and safe working environment for all employees.
- **Prohibited Behaviour:** We will define bullying, harassment, and discrimination in clear and comprehensive terms to ensure that all employees understand what constitutes unacceptable behaviour. We will detail specific behaviours that are prohibited under this policy, including but not limited to verbal abuse, threats, intimidation, offensive jokes or comments, unwanted physical contact, and discriminatory actions based on protected characteristics.
- **Reporting Procedures:** Clear and confidential procedures will be established for reporting incidents of bullying, harassment, or discrimination. We will provide multiple reporting channels, such as direct supervisors, HR personnel, or anonymous reporting mechanisms, to ensure accessibility and confidentiality.
- **Investigation Process:** The process for investigating complaints of bullying, harassment, or discrimination will be outlined. Investigations will be conducted promptly, impartially, and confidentially, with due regard for the rights and privacy of all parties involved.
- **Disciplinary Process:** We will specify the range of disciplinary actions that may be taken against individuals found to have engaged in bullying, harassment, or discrimination. Such actions may include verbal warnings, written reprimands, training, suspension, or termination of employment, depending on the severity of the offense. The disciplinary process will be conducted with strict compliance to employment legislation.
- **Support and Assistance:** Support and assistance will be provided to employees who have experienced bullying, harassment, or discrimination, including access to counselling services, employee assistance programs, and legal advice if necessary. We will ensure that victims are protected from retaliation.

**Commitment, motivation, and involvement of each employee from the top down is the guarantee for the success of this policy.**

Signed:



Simon Lewis  
Managing Director

Date: 26/02/2024

Signed:



Aled Jones  
Head of HR

Date: 26/02/2024