

	Document No.	Issue No	Title		Approval Date
	FEI.POL.1.14	2	<b>Bullying, Harassment and Sexual Harassment Policy</b>	AJ	25/10/2024

## FEI Foods Ltd Bullying, Harassment and Sexual Harassment Policy

FEI Foods Ltd is committed to providing a workplace environment that is free from bullying, harassment, sexual harassment, and discrimination of any kind. This Bullying, Harassment, and Sexual 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 harassment in the workplace.

- **Leadership Commitment:** We unequivocally condemn all forms of bullying, harassment, sexual harassment, and discrimination. 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.
- **Sexual Harassment Risk Assessment:** In compliance with UK legislation, FEI Foods Ltd will conduct regular risk assessments to identify potential risk factors for sexual harassment within the workplace. We will regularly assess physical, cultural, and organisational factors that could contribute to harassment risks; proactively address identified risks through policy changes, training, workplace adjustments, and improved supervision; consult with employees and representatives to identify specific work environments or situations that may heighten the risk of harassment; and record and review incidents as part of a broader assessment to prevent future occurrences.
- **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, Grievance procedures or anonymous reporting mechanisms, to ensure accessibility and confidentiality.
- **Investigation Process:** Complaints of bullying, harassment, sexual harassment, or discrimination will be investigated promptly, impartially, and confidentially, respecting the rights and privacy of all parties.
- **Disciplinary Process:** The range of disciplinary actions for individuals found to have engaged in bullying, harassment, sexual harassment, or discrimination includes verbal warnings, written reprimands, training, suspension, or termination of employment, depending on the severity of the offense. This process will be in strict compliance with employment legislation.
- **Support and Assistance:** Support and assistance will be available to employees who have experienced any form of harassment, including counselling services, employee assistance programs, and legal advice if necessary. We will protect victims 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: 25/10/2024

Signed:



Aled Jones  
Head of HR

Date: 25/10/2024