

# Anti Bullying & Harassment Policy

At Taylor we are committed to ensuring that its employees, colleagues and visitors do not suffer any form of bullying or harassment while at the Taylor place of work or at work related events. Under no circumstances will Taylor tolerate any behaviour that causes a person to feel threatened, uncomfortable or distressed within the workplace or in the course of undertaking work related matters, including work related business and/or social functions on and off site.

## To achieve our goal Taylor is committed to:

Our success depends on people working well together, with respect and in an environment that fosters good working relationships. We do not tolerate any form of bullying or harassment and encourage all employees to report any concerning incidents. All incidents will be treated seriously and dealt with in a prompt, impartial and confidential manner.

Workplace bullying can be described as any repetitive pattern of behaviour that is inappropriate, unreasonable and can be aggressive. It can offend, intimidate or humiliate and creates a risk of physical and/or psychological harm. Bullying is repeated behaviour and may not necessarily include one-off incidents, for example, where a usually reasonable person has lost their temper and offended another person. Some examples of bullying but not limited include:

- Verbal or written abuse, aggressive speech or body language, threats or threatening behaviour
- Being culturally insensitive
- Repeated and unjustified criticism targeted at an individual's race or nationality
- Dangerous practical jokes or forms of ritual humiliation, including initiations of apprentices, new employees or young workers
- Swearing, insulting, making offensive noises or gestures
- Harassment or humiliation through criticism, sarcasm, belittling comments or actions, insults ridicule and 'put-downs' or written comments
- Verbal, physical and psychological intimidation

- Physical or sexual assault, pushing, touching
- Ganging up' on a person by a group of people
- Hitting, kicking, defacing, throwing or destroying property

Grievances brought to the attention of Taylor management's by employees and any required disciplinary measures will be dealt with in accordance the policies and procedures proscribed within Chapters 14 & 15 of the Taylor Employee Handbook.

This policy will be reviewed in December 2022.



George Bardas  
Chief Executive Officer