

# FONTAIN



## HARASSMENT POLICY

Harassment is physical, verbal or non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.

The Company aims to ensure that no employee, or candidate, is subject to harassment, either directly or indirectly, on the grounds of marriage/civil partnership, pregnancy/maternity, age, gender, race (including colour, nationality or ethnic origin), sexual orientation, religion, belief or disability.

Discrimination and harassment are complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.

If an employee wishes to make a formal complaint he or she should use the Company's Grievance Procedure which is set out in the Employee Handbook.

The Company will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.