

Non-discrimination, Bullying & Harassment Policy

Geoquip Marine is committed to encouraging and maintaining good relations between employees within a working environment which fosters team spirit and encourages people to carry out activities to the best of their ability. In addition to the obligations placed upon both employers and employees by any Equality and Human Rights legislation, everyone has a right to be treated with consideration, fairness, dignity and respect.

This policy statement applies to all employees and staff working on company premises, sites and off-site locations. It applies equally to non-permanent workers such as contractors, subcontractors, agency personnel, temporary staff, consultants and any other workers interacting with employees. The policy governs the behavior of staff during working hours as well as outside working hours if this impacts upon work or working relationships.

Geoquip Marine will investigate vigorously any allegations of discrimination, bullying or harassment, regardless of whether the matter has been raised formally or informally.

Key Principles

Personnel must not encounter discrimination, harassment, intimidation or victimization based on race, colour, religion (creed), gender, gender identity and expression, age, national origin (ancestry), disability, marital status, sexual orientation, offending background or any other personal characteristic.

All persons bear responsibility for their own behaviour, ensuring that their conduct is in accordance with the principles set out in this policy statement. Furthermore, each person has a responsibility to report any instance of discrimination, bullying or harassment which they witness, or which comes to their attention.

Discrimination, harassment and bullying may be summarized as any inappropriate behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether discrimination, harassment or bullying has occurred.

Any employee who wishes to make a complaint of discrimination, harassment and bullying is encouraged to first discuss matter informally with their line manager, or with another member of the management team, if preferable. Should the issue not be resolved at this stage, or if the employee feels unable to raise the issue informally, then a formal resolution should be sought through any form of representation or through a formal complaint made to the HR manager.

All matters relating to the investigations of complaints of discrimination, harassment and bullying will be treated in strict confidence and will be anonymous in first instance. However, it will be necessary that any alleged perpetrator is made aware of the scope and nature of the allegations against him/her.

No employee will be victimized or suffer detrimental treatment for making a complaint of discrimination, harassment and bullying and no manager shall threaten either explicitly or implicitly that an employee's complaint will be used as the basis for decisions affecting the employee.

All complaints of discrimination, harassment and bullying howsoever raised, must be notified by the recipient of the complaint to Geoquip Marine's Human Resources for recording in accordance with the requirements of any Equality and Human Rights legislation. Such legislation requires such records to be maintained and the incidence of discrimination, bullying or harassment to be monitored.

This policy statement will be reviewed and updated if necessary on a regular basis giving due consideration to legislative changes. Any changes will be communicated to employees at the earliest opportunity.