

Document type:	Policy
Document ID:	POL-SOC-BUL
Document owner:	Managing Director Organisational Development
Revision number:	1.0
Classification:	Non-Sensitive
Approved by BOD:	Yes
BOD approval date:	01.05.2017

BULLYING AND HARASSMENT POLICY

1. Purpose

This Policy applies to all Employees of G2 Ocean.

2. Scope

.

3. Policy Statement

The Company will not tolerate bullying and harassment in the workplace and will ensure that all complaints of such behaviour are fairly investigated.

The Company is committed to encouraging and maintaining good employee relations and as such all employees have a responsibility to maintain good working relationships and not use words or deed that may harm the wellbeing of others.

Those working or dealing with the Company must not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability or any other personal characteristic. Behaviour of this type constitutes gross misconduct and will result in disciplinary action.

Harassment may be, but is not limited to physical contact, verbal or non-verbal unwanted behaviour. Bullying is behaviour, which is offensive, abusive, intimidating, malicious or insulting.

4. Responsibilities

The Managing Director Organisational Development is responsible for the implementation and updates of the policy.

4.1 Reporting

If you are concerned of potential breaches of this Policy, you should report your concerns in the following way:

- To your manager or HR Manager
- Via the Whistleblowing Channel, either in full name or anonymous.
Separate guidelines for reporting to via the channel can be found in [the G2 Ocean Whistleblowing Procedure](#).