

POLICY STATEMENT - BULLYING**POLICY NO: 24/08****OBJECTIVE: PROVIDE A WORK ENVIRONMENT THAT IS FREE FROM BULLYING****OUTLINE**

1. Bullying is:

- Usually repeated behavior that can be obvious and hidden
- It is usually directed at a worker or a group of workers
- It is something that a reasonable person would consider offensive, humiliating or threatening and
- It is a risk to the Health and Safety of individuals and the workplace.

2. Examples of Bullying include:

- Verbal abuse or yelling
- Humiliation through sarcasm, criticism, insults or intimidation
- Constant criticism
- Exclusion of a worker from workplace activities
- Allocation of unpleasant tasks to a particular worker
- Spreading rumors about an individual
- Sending inappropriate text messages or e-mails

STE Ltd expects all of its employees to behave in a professional manner and to treat each other with dignity and respect when they are at work..

STE encourage all workers who experience bullying or who see someone else being bullied to report it. All reports of bullying will be treated seriously and investigated promptly, confidentially and impartially. No one who reports bullying will be victimised.

All STE managers and supervisors have a responsibility to ensure workers are not bullied.