



## BULLYING AND HARASSMENT POLICY

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### LIST OF ACRONYMS/ABBREVIATIONS/UNITS/TERMS

OSC                      Ocean Science Consulting Limited

### 1. INTRODUCTION

Ocean Science Consulting Limited (OSC) is committed to providing a working environment free from bullying and harassment. A core value to the company is to ensure that all staff are treated, and treat others, with dignity and respect. This policy covers bullying or harassment which occurs in the office, offshore, or out of the workplace. This policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us.

### 2. WHAT IS HARASSMENT?

Legally, harassment is the 'intentional targeting of someone else with behaviour that is meant to alarm, annoy, torment, or terrorise'. This type of unwanted behaviour can make you feel intimidated or humiliated and can occur in any of the following forms, verbal or written (e.g. jokes, offensive emails, comments on social networking sites), physical (e.g. gestures or physical conduct), or visual (e.g. suggestive behaviour or prolonged staring).

A single event can be classed as harassment. It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (i.e. sexual harassment).

### 3. WHAT IS BULLYING?

Bullying is offensive, intimidating, malicious, or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, or injure the recipient. Bullying may be physical, verbal, or non-verbal. It could occur face-to-face, via text message, email, or social media. Examples of bullying include physical or psychological threats, spreading rumours, inappropriate derogatory remarks about a person or performance, shouting at people, or regularly and deliberately ignoring or excluding staff from work activities or work related social events.



## BULLYING AND HARASSMENT POLICY

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### 4. BREACHES OF THIS POLICY

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, clients, and customers with dignity and respect. Breaches with this policy will be dealt with in accordance with our disciplinary procedure. Serious cases of bullying or harassment may result in dismissal under gross misconduct.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result; however, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our disciplinary procedure.

### 5. IF YOU BELIEVE YOU ARE BEING HARASSED OR BULLIED

OSC will treat all complaints of harassment and bullying seriously and in strict confidence. At first you may wish to raise the dispute with the person responsible; however, if the situation does not improve, or you are not comfortable in doing so you may approach OSC's personnel manager or Managing Director(s) to report any incident you have suffered. Directors and OSC's personnel manager have been trained in dealing with harassment and bullying and can provide confidential advice and assistance in resolving the issue formally or informally.

The company considers any complaint of bullying or harassment to be a serious issue. If you do not feel comfortable raising a complaint yourself, you may ask a friend or colleague to do so on your behalf.

If OSC consider that there is sufficient evidence to suggest you have been bullied or harassed, OSC management will consider the appropriate action to take. If the person responsible is an employee, actions may include invoking disciplinary procedure.

| Action | Name             | Function          | Date       | Signature |
|--------|------------------|-------------------|------------|-----------|
| Audit  | Dr Victoria Todd | Managing Director | 21/01/2022 |           |
| Audit  | Ian Todd         | Managing Director | 21/01/2022 |           |