

	Safety Management System Manual – Part A		PAGE 1 OF 1
	Issue Date	FEB-2024	Revision Date
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Appendix E:

HARASSMENT & BULLYING POLICY

The COMPANY is committed to provide a culture free from harassment, bullying, victimisation or discrimination and all colleagues and clients should be treated with respect, dignity and courtesy. Company policy requires all staff to carry out their duties in a professional, efficient and safe manner in compliance with all applicable laws, rules and regulations. Staff must not knowingly participate in unwanted conduct affecting the dignity of men and women in the workplace. Some of the laws relating to harassment define it as “unwanted conduct that violates people’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment”. The conduct may be related to age, sex, race, sexual orientation, marital status, age, disability or religion. Your complaint will be kept as confidential & investigation will be carried out with the utmost discretion.

Procedure

I. When should you use this Policy?

You should use this Policy if you think you are suffering from harassment, bullying or intimidation at work.

II. Conditions relating to employment.

Your complaint will be kept as confidential as we can, although in many cases an investigation will need to be carried out which may involve others. The investigation will be carried out with the utmost discretion and you will have a chance to discuss your complaint at a meeting.

In cases of sexual harassment, you may wish your complaint to be dealt with by someone of the same sex. We will do our best to arrange this.

If you are being bullied or harassed, you should, if you can, make a note of any incidents of harassment or bullying, including the date, time, nature of incident, the names of the people involved and the names of any witnesses.

The Policy is intended to establish the facts quickly and to treat both you and the accused fairly. No decision will be taken until all the circumstances have been fully investigated. While your complaint is being investigated you should continue to work normally, unless there are exceptional circumstances, in which case this will be discussed with you.

If you decide to make a formal complaint under this Policy, or if you assist in an investigation of bullying or harassment, we will, as far as we can, make sure that you are protected from any intimidation, victimisation or discrimination. Any retaliation against anyone for either making a complaint or assisting with an investigation under this Policy will be treated as a serious disciplinary matter.

Ayoosh Nakbra

Managing Director



Front Way Ship Management & Operation L.L.C	ISM Code	Section 3
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