

Bullying and Harassment

wood.

Wood is committed to creating a working environment which is free from bullying and harassment, including discrimination and victimisation. We expect all our people to treat each other with mutual care, respect and dignity in support of our commitment to creating an inspired culture.

Purpose:

This policy sets out how Wood ensures appropriate steps are taken to address allegations of bullying and harassment.

Scope:

This policy applies to all Wood people and extends to third parties (clients, customers, vendors, subcontractors) working as part of our global organisation.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Anyone who makes such allegations in good faith will not be retaliated against or treated less favourably as a result. False allegations of a breach of this policy which are found to have been made in bad faith will, however, will be dealt with under the employing company's local disciplinary/corrective action procedures.

Wood will endeavour to meet all statutory obligations under the relevant and applicable local legislation.

What is Harassment?

Harassment is unwanted conduct that has the purpose or effect of:

- violating someone else's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Harassment can occur in many forms and can take place either at work or outside of work and may be directed at an individual or group of individuals.

Harassment of any kind, including reference to sex, sexual orientation, marital or civil partner status, gender identity, gender expression, race, religion or belief,

colour, nationality, ethnic or national origin, disability, age, pregnancy or any other status or basis protected by local, national or international law, is unacceptable and will not be tolerated.

It is important to note that it is the impact of the conduct on the recipient and not the intention of the alleged harasser which will determine what constitutes harassment.

While this is not an exhaustive list, examples of harassment include:

- Patronising or belittling others.
- Racially derogatory remarks or racist jokes.
- Unwelcome sexual remarks, jokes or verbal abuse.
- Deliberate exclusion from work activities on the basis of any status protected by local, national or international law.
- Ridiculing or demeaning behaviour focused towards a person, or group of people, because of any status protected by local, national and international law.
- Jokes about disability or disabled people.
- Discriminatory behaviour which fails to acknowledge the rights and needs of people with different religious beliefs and practices.

What is Bullying?

Bullying is conduct that is intimidating, offensive, malicious, insulting or an abuse or misuse of power. It is usually persistent and has the effect of humiliating, undermining, or injuring the recipient.

Bullying is not necessarily face to face and can be done by email, phone calls, online (cyber-bullying) or on social media. It can be either physical, verbal or non-verbal conduct and can occur inside or outside of the workplace.

While this is not an exhaustive list, examples of bullying include:

- Verbal abuse.
- Intimidating or aggressive behaviour.
- Excessive teasing or humiliation.
- Imposing unrealistic targets inducing ridicule or personal embarrassment.
- Unfair and excessive criticism, possibly in front of colleagues.
- Isolating or openly ignoring someone.

- Physical assault.
- Sending abusive or intimidating messages.

What is Sexual Harassment?

Sexual harassment is conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. It can also be less favourable treatment related to sex that has occurred because of a rejection of, or submission to, sexual conduct.

Wood will take all reasonable steps to prevent sexual harassment of their workers in the course of their employment and by third parties.

Sexual harassment can occur in many forms, and can take place either at work, outside of work, in person, or online.

While this is not an exhaustive list, examples of sexual harassment include:

- Physical conduct of a sexual nature, unwelcome physical contact or intimidation.
- Persistent suggestions to meet up socially after a person has made clear that they do not welcome such suggestions.
- Showing or sending offensive or pornographic material by any means (e.g. by text, video clip, email or by posting on the internet or social media).
- Unwelcome sexual advances, propositions, suggestive remarks, or gender-related insults.
- Offensive comments about appearance or dress, innuendo or lewd comments.
- Leering, whistling or making sexually suggestive gestures.

What to do if you witness or experience Bullying or Harassment?

- Seek confidential advice and support from your manager.
- Seek confidential advice and support from your local HR representative.
- Raise concerns through Wood's Speak Up resources.
- Raise your concern formally through local complaints/grievance procedures.

Complaints will be investigated in an objective and confidential way. Every effort will be made to address your concern within a reasonable time period from receipt of the complaint in line with relevant procedures.

Wood owes an equal duty of care to both the person making the complaint and the alleged perpetrator and any allegation will be promptly and sensitively investigated.

Where the alleged perpetrator is a third party, we may need to adjust relevant procedures to ensure the investigation is conducted appropriately, this will be discussed this with you.

Consequences of breaching this policy:

If, following an investigation, we find that bullying or harassment has occurred, the issue will be dealt with appropriately aligned with relevant procedures addressing misconduct.

Confidentiality:

Wood's aim is to deal with matters sensitively and with due respect for the privacy of individuals involved. Any information communicated in connection with an investigation or disciplinary matters must be treated confidentially.



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