

Sexual & Racial Harassment Policy

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The Employer is of the view that sexual and racial harassment in the workplace is wholly unacceptable. being damaging to both the business and the well-being of employees. Moreover they are both forms of unlawful discrimination. The Employer will not tolerate sexual or racial harassment in any form.

In this policy, references to "Personnel Director" means M.B. Langmuir, or such Partner or Partners who subsequently take on the personnel responsibilities currently assumed by the individual named in this paragraph.

Definition

Sexual or racial harassment is unwanted conduct of a sexual or racial nature (which may involve an element of coercion) or conduct based on sexual or racial abuse that is offensive to the recipient. Sexual harassment may take many forms, including unwanted sexual advances, comments of a sexual nature (whether explicit or by innuendo), unwelcome/unnecessary physical contact and display of offensive material (eg pin-ups). Racial harassment includes offensive language and intimidatory behaviour.

Scope

This policy covers behaviour which occurs in the workplace or which is directly connected to a person's employment. It does not cover behaviour outside the work context but, if the Employer's reputation is affected, the Employer will take firm action.

Implementation

The Employer expects employees to adopt a sensible and sensitive approach to such matters, remembering that behaviour and materials that are acceptable to one person may be offensive to another.

If an employee encounters a situation that may amount to sexual or racial harassment, then they should (if possible) explain to the relevant person(s) that their behaviour could amount to harassment and ask them to stop.

Employees may, if they wish, discuss any concerns with the Personnel Director on a confidential and informal basis.

If this is ineffective, employees are encouraged to submit a written complaint to the Personnel Director who will investigate the matter fully and in complete confidence and may recommend that the disciplinary procedure be implemented. Appropriate disciplinary action **will** be taken against any employee who is found to have violated this policy. Sexual and racial harassment may be discrimination that is illegal.

All managers are responsible for eliminating any sexual or racial harassment of which they are aware. Failure to do so will be treated as a failure to fulfill their functions.