

Dignity and Respect at Work

Scope: This policy applies to all the business divisions within the AG Barr Group

Purpose: The company will always strive to create a respectful environment for all colleagues. Moreover, we promote courageous conversations where colleagues are empowered to speak up and challenge any behaviour that is not in line with our values.

Why Do We Need This? This policy encompasses all aspects of the workplace which include: virtual, in person, conferences and social media. All allegations will be treated confidentially and swiftly and we aim to resolve any allegations as timely as possible.

1. DEFINITIONS OF HARASSMENT

1.1 Harassment

This is continual unwanted conduct that has the purposes of humiliating, degrading or intimidating another colleague. Harassment can include but is not limited to offensive remarks, gestures, emails and exclusion. It is important to recognise that we are all different and therefore, harassment can look different to each colleague.

1.2 Protected Characteristics

This is a phrase more commonly used in HR however, it is a phrase useful for the understanding of this policy. Characteristics include: race, ethnicity, sexual orientation (including gender reassignment) pregnancy, age, and mental health. It is important that together we are familiar with this phrase as we might not always be aware that we could be causing offence to someone whether that be direct or indirect. Everyone should be treated with respect at work and we need to work together to uphold our values.

1.3 Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature that violates a person's dignity. It can be verbal, non-verbal, or physical, and can happen in person or online. Sexual harassment can be a one-off incident or an ongoing pattern of behavior. We take all forms of harassment seriously in the workplace and it is crucial to note the seriousness of this form of harassment. Some examples can include: gestures, unwelcome physical contact, jokes or comments. We promote an inclusive environment and colleagues should know we understand discussing this subject can be particularly sensitive; however, we are here to listen, act and prevent. We have created a [guidance document](#) to ensure everyone across the business understands their commitments to tackling any form of harassment.

2. WORKPLACE BULLYING

This is generally behaviour that is inappropriate. This can be direct, indirect, verbal, physical and psychological. This can involve more than one member participating in actions such as being demeaning, making threats, exclusion and abuse of authority.

3. VICTIMISATION

This can include colleagues being treated less favourably than others because they have made a complaint or allegation of discrimination or have acted as a witness in connection with any proceedings. Everyone has the right to not feel victimised and our colleagues should know that we have a process under our disciplinary policy to go through the correct process.

4. THE IMPACT

Anyone who is the victim of bullying and harassment can often feel anxious, excluded and lonely which can have an impact on their mental and physical wellbeing. This means that our colleagues' performance at work can be negatively impacted as well as their home life. No one should come to work and feel this way.

5. THE PROCESS

5.1 Informal Approach

We always try to have an informal approach to dealing with matters. If it can be, colleagues are encouraged to challenge any unwanted behaviour if they feel they are able to. This would include a conversation about what it was they experienced and what the intent was. As discussed, the person in question may not have realised their actions were hurtful and may need to have a discussion around how that made you feel. You may benefit from asking for some advice from your people leader or HR.

In most cases, an informal discussion should be adopted such as mediation however, if there is a malicious complaint or if the accusation relates to direct discrimination then a more formal process would be followed.

5.2 Formal Procedure

Where the informal process has not worked or due to the seriousness of the allegation, colleagues can bring forward a formal complaint which should be sent to the colleagues' people leader or HR. The written complaint should include:

- The basis of the complaint
- Who it involves
- Details of complaint
- Details of any witnesses
- Any action already taken

From here, the process would be followed as set out below:

Step 1	Action will be taken depending on the seriousness of the complaint. Both colleagues may be separated for the duration of the process which may include a department transfer, or paid suspension
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Step 2	An independent people leader will be appointed to handle the case and carry out the investigation in a timely and confidential manner. This would usually include an interview of both parties and any witness interviews.
Step 3	The investigation people leader will prepare a summary of their findings and recommend whether the complaint is upheld or not. The people leader may make recommendations of better ways of working for both parties, too.
Step 4	The complainant can ask for the outcome to be reconsidered if they are not satisfied. The colleague in question can also ask for an appeal.

6. COMMITMENTS

1. People Leaders should ensure they understand the process and to look out for any signs of harassment.
2. All colleagues should fully read and understand this policy to 1) ensure they are displaying the correct behaviours and 2) ensure they report any incidents
3. The company will ensure correct training is rolled out for people leaders and that all complaints are treated with urgency and the procedure is followed correctly
4. Reasonable adjustments will be made where necessary to allow recording. However, usually this is not permitted and a breach of data data protection. All recordings in meetings will need to comply with the company's Data Protection Policy.

7. DATA PROTECTION

We process personal data collected during informal complaints and the formal procedure in accordance with our [Data Protection Policy](#). In particular, data collected as part of informal complaints and the formal procedure is held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the complaints or conducting the grievance procedure. You should immediately report any inappropriate access or disclosure of employee data in accordance with our data protection policy as this constitutes a data protection breach. It may also constitute a disciplinary offence, which we will deal with under our disciplinary procedure.

Last Reviewed : November 2024	Last Updated : November 2024
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