

Harassment, Bullying and Victimization Policy

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Revision History

REVISION	DATE	DESCRIPTION OF CHANGE
00	22-12-19	First Issue

HARASSMENT, BULLYING AND VICTIMISATION POLICY

Darwish Interserve Facility Management recognises the problems that bullying, harassment and victimisation can cause in the workplace and considers bullying, harassment or victimisation of any employee for any reason unacceptable. We believe that it is crucial that all employees treat each other with dignity and respect in order for them to work effectively and confidently. Fairness and respect for individuals results in the sort of positive atmosphere that generates its own success.

The company seeks to encourage employees to behave in an appropriate manner at all times and the support and co-operation of all employees is essential in ensuring the success of this policy.

What is Harassment?

Harassment is defined as, “Unwanted conduct which has the purpose or effect of violating a person’s dignity, or creates an intimidating hostile, degrading, humiliating or offensive environment for that person.”

Harassment, whether it be intentional or unintentional, has a direct effect on the individual concerned and can lower morale and interfere with the effectiveness of people at work.

Unacceptable behaviour includes unwanted verbal, non-verbal and physical conduct. All employees need to think about their own behaviour and that of their colleagues and reflect on whether it might be unacceptable or offensive. Managers have a responsibility to ensure that no form of harassment take place at the workplace and this includes ensuring that a culture of unacceptable behaviour not be allowed to develop. It is the impact of the conduct and not the intention which determines whether harassment has taken place.

The policy concerns the behaviour of employees and third parties at the workplace or in direct connection with employment e.g. with colleagues at a pub or in a lunch hour. This may include informal social events beyond the course of business which are not organised by the company and not held on company premises but which are attended by employees. Anyone can suffer from harassment.

What is bullying?

Bullying is a form of harassment which leaves a person feeling that they have not been treated with respect and that they have been devalued, belittled or threatened. It can be at any level and across any level in the organisation e.g. manager/subordinate, subordinate/manager, colleague/colleague, and team/individual.

Victimisation

Victimisation occurs when a person is treated less favourably because he or she is suspected or known to have made a complaint or has given evidence about the behaviour of someone who has been harassing or discriminating.

Managers have a responsibility to ensure that any form of harassment does not take place at the workplace and this includes ensuring that a culture of unacceptable behaviour is not allowed to develop. It is the impact of the conduct and not the intention which determines whether harassment has taken place. The policy concerns the behaviour of employees and third parties at the workplace or in direct connection with employment, i.e. with colleagues at a pub or in a lunch hour. This may include informal social events beyond the course of business, which are not organised by the company and not held on company premises, but which are attended by employees.

Any complaints regarding the above will be dealt sensitively and in confidence as far as reasonably possible. All complaints should be sent to email at we.care@darwishinterserve.com.

Mohamed Saadeh
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