

## NO BULLYING POLICY

**XPower is committed to, as far as is reasonably practicable, providing all employees with a respectful, healthy and safe work environment free from bullying.**

Bullying is repeated inappropriate behaviour directed towards an employee, or group of employees, that creates a risk to health and safety. Workplace bullying including cyber bullying is a criminal offence and will not be tolerated. Examples of behaviour that could be bullying include, but are not limited to:

- Excluding someone from workplace activities
- Giving someone the majority of unpleasant tasks
- Verbal abuse
- Physical violence
- Humiliating someone through sarcasm or insults
- Inappropriate behaviour
- Harassment using electronic means e.g. Facebook, Text Messaging
- Intimidation
- Victimisation

XPower expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

The use of electronic media to harass, discriminate or bully is not acceptable.

Practical jokes are strictly forbidden. They can be a form of bullying and/or result in injury.

### **BULLYING WILL NOT BE TOLERATED!**

We encourage all employees who experience bullying to report it. This can initially be done verbally however if a formal investigation is undertaken a written report will be required

When bullying is reported, it will be seen as a serious matter and will be investigated in a timely manner. Where necessary, a formal investigation will be undertaken and disciplinary action may result in accordance with XPower Misconduct/Serious Misconduct Policy.

Managers and Team Leaders have a responsibility to ensure employees are not bullied.



**Signed:**

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Director

**Date:** 27.04.2023  
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