



GEWS - ACCEPTABLE BEHAVIOUR AND DIGNITY AT WORK POLICY

1. INTRODUCTION

The Company believes that its staff members are its most valuable asset and as such is committed to attracting and retaining the very best, and maximizing all the talent and experience available.

In order to retain the best work force it is crucial that the Company and all those connected with the Company work together to create a positive, productive working environment. This can only be done if there is mutual respect and dignity between all members of staff.

The recognition of respect and dignity throughout the Company will encourage members of staff to communicate openly with each other without the fear of ridicule. In turn this will enable the Company to achieve high professional standards, as staff members will have a better understanding of others through the development of solid internal and external relationships.

Many aspects of the Company's business involve the coordination of various departments and individuals. This policy is necessary to maintain relationships within the Company and ensure the Company's operational efficiency is optimal.

2. AIM OF THE POLICY

The aim of this policy is to encourage a proactive, positive unit of individuals that not only achieve their goals, but recognise and respect individual difference.

In order to attain this goal, the Company acknowledges the importance of its role in addressing such forms of conduct, which could jeopardise the well being of its members of staff and in turn it's working environment if left unresolved.

If the Company omitted to deal with such conduct and failed to reject destructive behaviour, high professional standards would not be attainable.

3. BEHAVIOUR PROHIBITED BY THIS POLICY

Any conduct that jeopardises the Company's optimal working environment could be construed to be in contravention of this policy and render the individual committing the breach at risk of disciplinary action.

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	ISSUE
GEWSMS-14		1 of 2	17/02/2025	2



4. MANDATORY REQUIREMENTS UNDER THIS POLICY

Under this policy all members of staff are required to set professional standards by showing respect and dignity to fellow members of staff. The Company requires all members of staff to take appropriate action with regards to other members of staff who exhibit unacceptable behaviour.

Depending on the seniority of those made aware of the unacceptable conduct, appropriate action could be anything from seeking and giving informal advice and guidance to disciplinary action depending on the nature and seriousness of the conduct in question.

5. CONSEQUENCES OF BREACHING THIS POLICY

Any individual found in breach of this policy will be subject to the Company's disciplinary procedure. If the conduct in question is regarded as gross misconduct for the purposes of the Company's disciplinary procedure it may result in the individual exhibiting the unacceptable conduct being dismissed from the employ of the Company.

SIGNED: Gwil Thomas

POSITION: Managing Director

DATE: 17 February 2025

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	ISSUE
GEWSMS-14		2 of 2	17/02/2025	2