

## Dignity at Work Policy for Cognition Services Ltd

### Introduction

#### Policy Statement

We are committed to promoting dignity and respect in the workplace. Every employee has the right to work in an environment where they are treated with respect, and any form of bullying or harassment will not be tolerated. This policy applies to all employees, contractors, and anyone associated with our organization.

#### Objectives

- **Promote Respect:** Foster a culture of respect and dignity among all employees.
- **Prevent Harassment:** Ensure that bullying, harassment, and sexual harassment are not tolerated in any form.
- **Encourage Reporting:** Provide clear procedures for reporting incidents of bullying or harassment without fear of retaliation.

#### Definitions

- **Bullying:** Repeated aggressive behaviour that is intentional and directed at an individual, undermining their dignity.
- **Harassment:** Unwanted conduct related to a protected characteristic (e.g., gender, race) that violates a person's dignity.
- **Sexual Harassment:** Any unwanted sexual advance or conduct that creates an intimidating or hostile environment.

#### Responsibilities

- **Employer Responsibilities:**
  - Ensure a safe working environment free from bullying and harassment.
  - Provide training on this policy to all employees.
  - Investigate complaints promptly and fairly.
- **Employee Responsibilities:**
  - Treat colleagues with respect and dignity.
  - Report any incidents of bullying or harassment they witness or experience.
  - Participate in training sessions related to this policy.

#### Reporting Procedures

Employees who believe they have been subjected to bullying or harassment should follow these steps:

1. **Informal Resolution:** Attempt to resolve the issue directly with the individual involved if comfortable doing so.
2. **Formal Complaint:** If the issue persists, submit a formal written complaint to HR detailing the incidents.
3. **Investigation Process:**
  - A Director will acknowledge receipt of the complaint within five working days.
  - An investigation will be conducted promptly, ensuring confidentiality for all parties involved.
  - A response will be provided within 30 working days.

## **Support**

Employees can access support services such as counselling or mediation through a range of online and government facilities. We encourage individuals to seek support if they feel affected by workplace issues.

## **Monitoring and Review**

This policy will be reviewed annually or as necessary in response to changes in legislation or organizational practices. Feedback from employees will be sought to ensure the policy remains effective and relevant.

## **Conclusion**

Our organization is committed to maintaining a workplace where everyone is treated with dignity and respect. By adhering to this policy, we aim to create an environment conducive to personal and professional growth, free from harassment and discrimination.