

# Workplace Anti-Bullying Policy

Wire Aid seeks to provide a work environment that is safe and enjoyable for all. Workplace bullying has a detrimental effect on the Company and its people. It can create an unsafe working environment, result in a loss of trained and talented workers, cause the breakdown of teams and individual relationships, increase absenteeism and reduce efficiency and productivity.

Wire Aid values the health and safety of its employees and aims to promote and maintain the highest degree of safety, health and well-being of all employees and sub-contractors.

All stakeholders have an individual right to dignity at work and should be able to work in a safe working environment free of bullying or violence. The Management Team is committed to providing a workplace that is free of bullying of any kind.

Workplace bullying is any repeated unreasonable behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by a person or persons against another or others in the course of employment that creates a risk to health and safety. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades, or humiliates a worker, possibly in front of co-workers, contractors or clients.

Whilst Wire Aid retains the legal right to direct and control how work is done, and it is management's responsibility to monitor workflow and give feedback on performance, it is important to differentiate between a person's legitimate authority at work and abuse or bullying.

Workers are protected by this policy whether they feel bullied by a supervisor, another worker, client, contractor, or member of the public.

Wire Aid will treat reports of workplace bullying seriously and we will respond promptly, impartially, and confidentially.

Disciplinary action may be taken against any workplace participant who is found to have engaged in any such behaviour. Depending on the seriousness of the incident this may include termination of employment or contract of engagement.

Workers are enabled to report about hazardous situations so that action can be taken. They may report concerns to responsible authorities as required, without the threat of dismissal, disciplinary action or other such reprisals.

*Adrian Marlow*

Managing Director

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