



## **Dignity at Work Policy [R7M-HR-POL-005 Rev C0 20240306]**

At Red7Marine, we're big on respect and making sure our work environment enjoyable for all. Our Dignity at Work Policy is here to keep things fair, square, and drama-free.

### **Respecting Each Other**

#### *No to Harassment*

If anything feels off—comments, actions, or visuals that bother you because of your background or who you are—let's address it.

#### *Zero Discrimination*

Fair treatment is our policy. There will be no favouritism based on race, gender, or anything else. Everyone gets equal opportunities and support.

#### *Bullying Not Welcome*

There is no room for repeated unpleasant behaviour. We're a team, and we're here to support, not bring each other down.

#### *Keep It Civil*

No name-calling, threats, or offensive language. Let's keep our interactions respectful and professional.

#### *Sexual Harassment*

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, we're outlining our commitment to maintaining a workplace free from sexual harassment. Here's the details on our proactive approach:

We expect every employee to uphold a higher standard of behaviour, fostering a professional and respectful atmosphere.

We're taking reasonable steps to prevent sexual harassment at work. This includes meticulous record-keeping of incidents and ensuring our managers receive proactive training to prevent such occurrences.

### **Leading the Way**

#### *Management - Setting the Tone*

Managers set the tone, deal with issues promptly, and make sure everyone knows the expectations. They're here to keep things in check.

#### *Employees*

Everyone's got a role. Treat your colleagues, bosses, clients, and visitors with respect. If something seems off, speak up.

### **Reporting**

See something not right? Report it to your supervisor, HR, or someone you trust. We'll keep it as confidential as possible.



### **Investigations**

If there's a problem, we'll look into it. If someone's out of line, we'll take action, following our rules and procedures.

### **Retaliation**

Don't bully or harass those who report issues. Retaliation is off the table.

By sticking to this Dignity at Work Policy, we're ensuring Red7Marine remains a positive and respectful place to work.

Signed:  Kristen Branford  
20240306

Position in Company: Managing Director

Date: 20240306