

ANTI-HARASSMENT POLICY

Policy Statement

The PCS Group is committed to providing a working environment free of discrimination and/or harassment. We prohibit discrimination/harassment in the workplace, whether committed by or against manager, colleagues, clients, suppliers, or visitors. We want our employees to work and develop in a healthy, respectful, and productive environment. We are committed to preventing sexual harassment in any form, inclusive of third-party harassment.

Scope

This policy applies to all current employees of The PCS Group, including full-time and part-time, contractual, permanent, and temporary employees. This policy applies to all behaviour related in any way to work, including off-site meetings, training, and business trips.

Policy Details

Harassment/discrimination is unwanted, unreasonable, and offensive behaviour towards an individual, which creates an intimidating, hostile, or humiliating work environment for the individual concerned.

There are different types of harassment that can occur at work, it can be based upon:

- Race, ethnic origin, nationality, or skin colour
- Gender identity and/or sexual orientation
- Religious or political convictions
- Membership or no-membership of trade unions
- Disabilities, illness, sensory impairments, or learning difficulties
- Age
- Pregnancy/maternity/paternity

This list is not exhaustive.

Harassment is:

- Offending or humiliating someone physically or verbally
- Threatening or intimidating someone
- Making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction

Harassment can occur between people of any gender preference.

Sexual Harassment is:

- Defined as unwanted and unwelcome sexual advances, requests, favours, or other verbal or physical conduct of a sexual nature.
- Is made to either explicitly or implicitly a term or condition of employment
- Issued as a basis for employment decisions affecting such an individual.
- Has the purpose or effect of substantially interfering with an individual's work performance and of creating an intimidating, hostile, or offensive work environment.

The company prohibits inappropriate conduct that is sexual in nature while at work, on company business, or a company-sponsored events. This includes the following:

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- Offensive or humiliating behaviour that is related to a person's sex.
- Behaviour of a sexual nature that creates an intimidating, hostile, or humiliating work environment.
- Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.
- Comments, jokes, or degrading language
- Sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials.
- Unwelcome sexual advances, requests for sexual favours, or any sexual touching.
- Offering favourable terms or conditions of employment in return for sexual favours or threatening or imposing less-favourable terms or conditions of employment if sexual favours are refused.

Sexual harassment is prohibited regardless of the sexual orientation or gender of either party.

Procedure

Creating a workplace free of discrimination and harassment is everyone's responsibility. If anyone observes or believes that they are a victim of discrimination, sexual harassment, or any other form of harassment at work, in the course of the company's business, or any other activity sponsored by The PCS Group, they must immediately report it to one of the following:

- Any manager within The PCS Group
- Any member of Human Resources.

An employee may file a harassment complaint by contacting their manager or HR. The complaint may be in writing or verbally. If the complaint is made verbally, the manager or HR member will record the details provided. The employee should be prepared to provide details such as what happened when it happened, where it happened, how often it happened, and who else was present (if applicable).

Complaints should be made as soon as possible, but no later than one year after the last incident of perceived harassment, unless there are circumstances that prevented the employee from doing so.

Current guidelines state a time restriction of 3 months in which to make a report of sexual harassment. At PCS we support the 6-month extension, giving understanding to the potential for mental health awareness such occurrences may invoke.

Responsibilities

All managers have a responsibility to maintain a workplace free of discrimination and personal harassment.

Managers are directly responsible for the conduct of their staff and the smooth running of their area of management.

The PCS Group expects all employees to comply with this policy and all employees to conduct themselves appropriately.

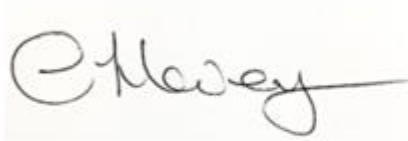
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All employees are responsible for treating others with respect and reporting any harassment for investigation.

Date

Policy updated on 31st January 2023

Policy to be reviewed on 1st February 2023



Director



ISO 9001
ISO 14001
ISO 45001