

## No bullying policy

FUTURE METALS RECYCLING is committed to providing all employees with a healthy and safe work environment free from bullying.

Bullying is repeated unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. Examples of behaviour that could be bullying include:-

- excluding someone from workplace activities;
- giving someone the majority of unpleasant tasks;
- verbal abuse;
- humiliating someone through sarcasm or insults;
- using a belittling manner;
- intimidation.

FUTURE METALS RECYCLING expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

FUTURE METALS RECYCLING encourages all employees who experience or observe bullying to report it. When bullying is reported, it will be seen as a serious matter and will be investigated in a timely manner. The reporting and investigation procedures for dealing with bullying are set out in the personnel manual, as are disciplinary and appeals procedures. Managers and Supervisors have a responsibility to ensure that employees are not bullied and have a healthy and safe work environment to carry out their duties.

## Issue resolution

FUTURE METALS RECYCLING aims to sustain a systematic procedure which is both prompt and effective in resolving issues in the workplace, as and when they arise.

On identifying an issue in the workplace it must be reported to and discussed with the immediate supervisor. The issue then must be immediately evaluated and if possible isolate the issue/hazard/risk. Then it needs to be discussed with management and remedial measures and procedures documented.

The issue should then be discussed with all parties concerned and have open communication and participation with regard to the remedial procedures that are being implemented, and that they are to the satisfaction of all involved.

The agreed remedial procedure should then be implemented and overseen to ensure the issue is satisfactorily resolved.

If the issue resolution process is unsuccessful the issue may then need external mediation.

