

Respectful Behaviour & Professional Conduct Policy

1. Purpose and Scope

At IO Controls, we are committed to fostering a workplace culture that promotes dignity, respect, and professionalism for all employees, workers, and contractors. This policy aims to ensure that all individuals are treated with fairness and respect, free from any form of harassment, bullying, or inappropriate behaviour.

This policy applies to conduct in the workplace, on client sites, at work-related events (including training and social events), and in any virtual setting or work-related social media interactions.

2. Commitment to a Respectful Workplace

IO Controls operates a **zero-tolerance policy** towards any form of harassment or bullying. Such behaviour is unacceptable, will not be condoned, and will be treated as a **gross misconduct offence**, which may result in disciplinary action, including dismissal without notice.

3. Definitions and Examples

3.1 Harassment

Harassment is any **unwanted physical, verbal, or non-verbal conduct** that violates a person's dignity or creates an **intimidating, hostile, degrading, humiliating, or offensive environment**. This includes, but is not limited to:

- Unwelcome physical contact (e.g., touching, pushing, or assault).
- Verbal abuse (e.g., offensive jokes, threats, gossip, or slurs).
- Unwelcome sexual behaviour (e.g., unwanted advances, propositions, or suggestive comments).
- The display or circulation of inappropriate material (e.g., obscene messages, images, or videos).
- Cyber harassment, including inappropriate posts or messages on social media.
- Exclusion from meetings or social events in a way that is discriminatory or inappropriate.

3.2 Bullying

Bullying is **persistent** behaviour that is offensive, intimidating, humiliating, or abusive. It can be verbal, non-verbal, or physical and often involves an abuse of power. Examples include:

- Shouting at or publicly humiliating colleagues.
- Overly aggressive or excessive supervision.
- Unjustified criticism or undermining of performance.
- Exclusion from key communications, meetings, or events without legitimate cause.

3.3 Sexual Harassment

Sexual harassment is **unwanted conduct of a sexual nature** that violates an individual's dignity or creates an intimidating or offensive environment. Examples include:

- Unwelcome advances, suggestive comments, or inappropriate jokes.
- Sending or showing offensive or sexual material.
- Unwanted physical contact or persistent invitations to meet socially.
- Spreading rumours or speculation about someone's sexual orientation or personal life.

4. Responsibilities

4.1 Employees and Workers

- Treat all colleagues with **dignity and respect**.
- Ensure behaviour **does not** cause offence or distress to others.
- **Report** any instances of harassment, bullying, or inappropriate behaviour.
- Support colleagues who experience such behaviour.

4.2 Management and Leadership

- Promote a **positive workplace culture** where dignity at work is upheld.
- Act immediately to address concerns of harassment or bullying.
- Ensure that **all complaints are treated seriously and confidentially**.
- Provide appropriate **training and awareness**.

5. Reporting and Investigation

Any individual who experiences or witnesses harassment or bullying is encouraged to **raise their concerns as soon as possible**. Complaints should be addressed as follows:

1. **Informal Resolution** – If comfortable, the individual should address the matter directly with the person involved.
2. **Formal Complaint** – If the issue persists or cannot be resolved informally, it should be reported to a manager or HR.
3. **Investigation** – Complaints will be thoroughly and fairly investigated, and appropriate action will be taken.

IO Controls is committed to ensuring **no retaliation** against individuals who report concerns in good faith.

6. Preventative Measures

To proactively prevent harassment and bullying, IO Controls will:

- Provide **regular training** to all staff.
- Conduct **risk assessments** to identify potential risks.
- Encourage an **open-door policy** for raising concerns.
- Monitor and review policies to ensure effectiveness.

7. Consequences of Breach

Any employee or contractor found to have engaged in harassment, bullying, or inappropriate behaviour **will be subject to disciplinary action** under the Company's Disciplinary Procedure. This may include dismissal.

8. Policy Review


This policy will be reviewed periodically to ensure continued effectiveness in promoting a **respectful and professional** working environment.

This policy has been approved & authorised by:

Name: Newton Parker

Position: Director

Signature:



Date: 3rd February 2025

This Policy shall be reviewed annually or when otherwise required due to significant changes in circumstances.