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Bullying & Harassment Policy Statement

Inappropriate behaviour, which may include bullying and harassment/sexual harassment, can and does take place. Edinburgh Trams aims to ensure we provide a respectful work environment and that if any inappropriate behaviour does occur in the workplace, it is dealt with in a serious, sensitive and confidential manner, so that the matter can be resolved as quickly as possible for all concerned. Edinburgh Trams want to enable people of all backgrounds to have dignity at work and enable them to work in a safe environment, progress in the organisation and fully contribute to our continued success.

Our expectation on acceptable behaviour also covers any third parties, such as customers, clients, contractors or suppliers. Therefore, all employees and third parties should take care when interacting with Edinburgh Trams employees to distinguish between behaviour that is viewed as welcome and behaviour that is unwanted and potentially offensive.

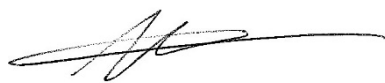
We all have a responsibility to discourage bullying and harassment/sexual harassment and prevent it from taking place by:

- Being aware of the problems that bullying and harassment/sexual harassment can cause and ensuring that our behaviour does not cause others to feel harassed.
- Making our colleagues aware that that their conduct or behaviour is causing concern or offence to ourselves or to others.

Edinburgh Trams' position is that bullying and harassment/sexual harassment of any kind is not acceptable. All employees and third parties, have a responsibility to ensure at all times that their own behaviour does not offend others. It is important to remember that bullying and harassment/sexual harassment:

- depends on the view of the individual on the receiving end of another person's behaviour.
- can include behaviour that you hear or see, even if it is not directed at you.

Full details of our Bullying & Harassment policy can be provided by our Human Resources team.



Lea Harrison
Managing Director