



## **ANTI-BULLYING POLICY IN THE WORKPLACE**

The Management of GLOBE WILLIAMS applies any measure it considers necessary to prevent workplace bullying, a form of conduct which includes:

- Moral harassment
- Sexual harassment
- Workplace violence

Against this background, there is ongoing monitoring of the risk of workplace bullying and handling of incidents which may be due to:

- Severe verbal abuse (direct intimidation)
- Dissemination of rumours or lies (indirect intimidation)
- Cyberbullying
- Social media usage (Facebook, Instagram, etc.): to intimidate colleagues and associates

Management and company officers are particularly responsible for ensuring that there is no harassment at the workplace and undertake that any complaints will be dealt with immediately.

In addition to directly reporting such incidents orally to the officer, ....., appointed by Management for this purpose, the following communication channels have also been established for named or anonymous complaints:



- You can send an email to **info@globewilliams.com**
- You can send a letter to: ..... Attn  
..... marked "Confidential"

To prevent workplace bullying, Company Management:

- is alert to signs of harassment in the workplace by observing and seeking feedback from employees
- promotes awareness in case of initial signs before they escalate

On behalf of

Management