



## CISTEC - Document 3

### Personnel Harassment

CISTEC is committed to equal opportunities for all staff and applicants. We acknowledge that any form of bullying or harassment whether within the company premises or elsewhere on company business, on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age or any other grounds are unlawful under the laws of England and Wales (referred to as Protected Characteristics).

CISTEC intention is to enable its entire staff to work in an environment which allows them to fulfil their potential without fear of bullying or harassment. We are actively promoting effective communication and consultation between the management and staff concerning bullying or personnel harassment issues, which we also believe applies to the way in which our staffs treats visitors, clients, customers, suppliers, subcontractors and former staff members.

CISTEC regards any form of harassment, on any ground as morally wrong and will treat any proven incidents as gross misconducts. We will thoroughly investigate any allegation of bullying or harassment, any employee found guilty of such offence will face disciplinary action, which could lead to his/her dismissal.

CISTEC prohibit and take very serious any forms of Harassment, including the follow:

- Unwanted conduct (related to a Protected Characteristic), which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them: or
- Unwanted conduct which is of a sexual nature and which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them; or
- Less favourable treatment because of the rejection of or the submission to any form of Harassment.

For clarification to those who are unsure, bullying or harassment constitutes any unwelcome statement or actions (whether intimidating, sexual, and racial or on the ground of disability or age), which are considered as offensive/distressful to the recipient in the following forms:

- Physical harassment,
- Verbal Harassment,
- Offensive behaviour,
- Display or distribution of offensive materials and pictures (on paper or on computer).

CISTEC will not tolerate any form of bullying or harassment or any other offensive behaviour on its premises, job site or any event or occasion associated with CISTEC. All allegations are taken serious and treated confidentially and thoroughly investigated.

*The Institution  
of Structural  
Engineers*