

Dignity at Work Charter

This Charter for dignity at work for Inch Cape (ICOL) is a declaration of a commitment to creating and maintaining a positive work environment, where the right of each individual to dignity at work is recognised and protected. We at Inch Cape commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. This Dignity in the Workplace Charter is underpinned by the following principles.

- ❖ All who work at Inch Cape are expected to respect the right of each individual to dignity in their working life
- ❖ All will be treated equally and respected for their individuality and diversity
- ❖ Bullying, Harassment or Sexual Harassment in any form is not acceptable and will not be tolerated in this workplace
- ❖ All individuals whether employed or contracted here have a duty to uphold this dignity at work charter. The ICOL Leadership Team and Managers have a specific responsibility to promote this provision.
- ❖ ICOL secondees will refer to their own employer workplace policies and procedures which underpin the principles and objectives of this charter.

Inch Cape's Expectation from Everyone:

Treat every person with politeness, courtesy and respect when carrying out work. Behave at all times with integrity, honesty and openness. Treat everyone fairly and as you would like to be treated yourself. Value difference in others and the contribution they make. Be aware of how your behaviour may impact on others and change it if it is likely to cause offence or has caused offence. Only put in writing what you are prepared to say in person and vice versa. Be sympathetic to others who may be going through a difficult time.

Non-Inch Cape staff:

ICOL will not accept any behaviour by its clients, customers, suppliers, contractors or business contacts which could be regarded as Bullying, Harassment or Sexual Harassment. Such behaviour may lead to termination/ non-renewal of contracts, the suspension or non-renewal of services, exclusion from the ICOL premises or the imposition of other appropriate sanctions as deemed necessary. If a complaint is made regarding non ICOL employees / contractors, they may be asked to participate in a complaint's investigation by ICOL. This charter extends to work related events such as training, conferences and social events. Please report any breaches of this Dignity at Work Charter to the Leadership Team, any Inch Cape manager or to the HR team. We at Inch Cape are committed to working together to maintain a workplace environment that encourages and supports the right to dignity at work.