



G4S Minimum Standards Policy Dignity at Work

Policy

G4S plc is committed to a policy of ensuring dignity and respect at work for all employees and we strive to provide a working environment which is free from harassment, bullying or victimization of any kind.

Purpose

This policy defines G4S's minimum standards in ensuring dignity and respect for all of its employees.

Bullying is offensive, intimidating, malicious or insulting behaviour or an abuse or misuse of power which is meant to undermine, humiliate or injure another person, such as:

- Unfair work assignments
- Continual unjustifiable criticism
- Humiliating and overtly hostile behaviour
- Non cooperation, isolation or exclusion by other employees

Harassment is unwanted conduct related to one of the prohibited grounds (sex, gender reassignment, race, ethnicity, nationality, disability, sexual orientation, religion or belief and age) or any other personal characteristic which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have had these effects, even if this effect was not intended by the person responsible for the conduct. Examples of such behaviour include:

- The use of derogatory remarks which are offensive (including jokes and banter)
- Suggestive remarks, gestures, innuendo, unwanted advances or compromising advances
- Offensive or threatening electronic communications or the display of offensive literature or images

Bullying and harassment may be physical, verbal or non-verbal and includes any act or omission which causes an employee to feel alarmed, distressed, threatened, humiliated, patronised or embarrassed. A single incident can be classified as harassment or bullying if it is sufficiently serious.

Harassment and bullying can have serious consequences for individuals and the Company. It can make individuals unhappy, cause them stress and affect their health even to the extent of mental illness or suicide. Family and other social relationships may also be affected. Effects of harassment and bullying on the Company include loss of morale, poor work performance, increased staff turnover, legal claims and damage to the Company's reputation.

Minimum Standards

Due to national legislation the detail of Dignity at Work Policies may vary between operating companies. However, all G4S companies should have a documented and published process for dealing with harassment and bullying at work.

- The policy should make clear that the Company will not tolerate harassment or bullying of any kind or victimisation of a person for making allegations of harassment or bullying in good faith
- All allegations are to be investigated fully and promptly
- The policy should provide a distinct mechanism for handling any allegations of harassment or bullying which involve the employee's line manager or any other manager normally involved in this process

Responsibilities

- All employees of G4S have a responsibility to behave in a manner that does not offend others and should ensure that they treat everyone they meet in the course of their work with dignity and respect.
- Line Managers are responsible for ensuring that their employees comply with this policy and are expected to demonstrate their commitment to stopping harassment and bullying by responding promptly to any problems of which they become aware.

Group HR Department
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