



THE ADECCO GROUP

Anti-Harassment and Bullying Statement

Effective: 26 October 2024

1. Scope

This statement applies to all workers within the UK engaged by an Adecco Group company as defined in your contract. For the avoidance of doubt this policy does not apply to employees engaged by Adecco Group companies (as there is a separate policy applicable to employees). This statement does not form part of your contract and we may amend it at any time.

2. Statement

The purpose of this document is to assist in developing a working environment in which harassment and bullying are known to be unacceptable.

Consultants should aim to promote a working environment in which harassment and bullying does not occur. They should take immediate action if harassment and/or bullying is suspected or identified. Allegations of harassment and bullying received either formally or informally through this statement will be taken seriously and dealt with promptly and sensitively.

This statement aims to ensure that all workers in the Adecco Group understand their responsibility in keeping the working environment free of bullying, harassment, and victimisation. You should treat others with dignity and respect and should always consider whether your words or conduct could be offensive.

The Adecco Group has a responsibility towards protecting workers from harassment and bullying within the workplace and off-site at work-related events (e.g. at conferences and departmental social events) and bullying and harassment at such events will not be tolerated.

Bullying or harassment of employees by visitors will also not be tolerated.

The Adecco Group will treat all complaints of bullying and harassment seriously and will work with clients to ensure complaints are investigated promptly and fairly. This statement provides a framework for addressing complaints of harassment or bullying on both an informal and formal basis.

Allegations of harassment and bullying will be treated very seriously and could result in contracts being terminated where allegations are founded.

3. Definitions

3.1 Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Examples of behaviour that could be considered as bullying include:

- Spreading malicious rumours or insulting someone by word or behaviour
- Unfair treatment
- Physical threats



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- Overbearing levels of supervision or other misuse of power or position
- Unjustified, persistent criticism and negative comments
- Offensive or abusive personal remarks
- Constantly changing targets in order to cause someone to fail
- Making false allegations
- Deliberately excluding someone from meetings or communications without good reason
- Abuse of authority or power by those in positions of seniority
- Deliberately undermining a competent person by overloading with work and constant criticism

3.2 Harassment

Harassment is defined as unwanted conduct related to a relevant protected characteristic (within the Equality Act 2010) which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Unlawful harassment may involve conduct of a sexual nature, or it may be related to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation.

Harassment can range from extremes such as violence, to less obvious forms like ignoring someone. Examples of behaviour that can be considered as harassment include:

- Unwanted physical conduct including touching, pushing, grabbing, invading their personal space, and more serious forms of sexual assault
- Gossip, slander, offensive or intimidating comments or gestures
- Posters, graffiti, obscene gestures, flags and emblems
- Isolation from normal work or study place, conversations, or social events
- Mocking, mimicking or belittling a person's disability
- Unwelcome sexual advances or suggestive behaviour
- Racist, sexist, homophobic or ageist jokes, and stereotypical remarks about a particular ethnic or religious group or gender

Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

Bullying and harassment may not just be behaviour conducted face to face as it may occur through written communications, visual images, Internet, email or telephone.

The intention or motives of the person whose behaviour is the subject of a complaint are not conclusive in deciding if behaviour amounts to harassment or bullying.

Reasonable and proper management instructions administered reasonably will not constitute harassment or bullying.

4. Victimization

Victimization occurs where an individual is subjected to detrimental treatment because he/she has, in good faith, made an allegation of harassment, or has indicated an intention to make such an allegation, or has assisted or supported another person in bringing forward such an



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allegation, or participated in an investigation of a complaint, or participated in any disciplinary hearing arising from an investigation.

The Adecco Group seeks to protect anyone from victimisation arising as a result of bringing a complaint or assisting in an investigation where they act in good faith.

5. Principles of this Statement

You and all workers in the Adecco Group are under an obligation to treat others with dignity and respect at all times.

Our goal is to manage any complaint in a fair, timely and sensitive manner. We will maintain confidentiality to the maximum extent possible. Investigation of allegations will normally require disclosure of information to relevant individuals and usually to our clients if the allegations occurred at a client site. For example, your identity and the nature of the allegations must be revealed to the person you are complaining about, so they are able to respond fully to the allegations made.

Formal complaints will be dealt with under our Complaints Statement & Procedure.

6. Informal Complaint

Before raising a formal complaint, you are encouraged in the first instance to speak informally with the person responsible if you feel able or to write to him/her expressing your concerns, explaining clearly what aspect of their behavior is unacceptable and request that it stops. It may be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome and that a direct approach can resolve the matter without the need for formal action.

If you are not certain whether an incident or series of incidents amount to bullying or harassment, or if you would like support to make such an approach, you should contact your local branch contact or the Company Complaints team.

7. Formal Complaint

If the informal steps you have taken have not been successful, you feel unable to take this course of action, you have already approached the person to no avail, or if the bullying or harassment is of a very serious nature, you should raise a formal complaint via the Company's Complaint Statement and Procedure as soon as possible.

In bringing a formal complaint of harassment/bullying, you should outline in writing:

- the name of the person whose behaviour you believe amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- dates and times when incidents of alleged harassment or bullying occurred and where they took place;
- the names of any individuals who witnessed any incidents or who themselves may have been the victims of alleged harassment or bullying by the same person along with any action that you have already taken to try to deal with the behaviour.



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Where there has been no attempt to resolve the matter informally, the Adecco Group may explore with you whether an informal route to resolution would be appropriate.

Wherever possible, the Adecco Group will aim to resolve complaints promptly and effectively so that good working relationships and normal social interactions can be resumed as quickly as possible.

Our objective is to be responsive and supportive towards any individual who raises a genuine complaint of harassment or bullying. All incidents of harassment and bullying should be reported to your local branch or the Company Complaints team.

8. Confidentiality

All information concerning allegations of bullying and harassment must be treated in the strictest confidence and breaches of confidentiality may be considered as misconduct. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or representatives supporting any of the parties) should maintain the confidentiality of the process.

Records of the investigation must always be kept confidential and you must ensure that these are handled in accordance with the Adecco Group's data protection statement.