Bullying and Harassment Policy statement

Mamo Building Services is committed to providing a safe and healthy working environment and adopts a zero-tolerance policy in respect of harassment or bullying.

Each and every person on site has the right to work in an environment in which harassment and bullying are known to be unacceptable.

Individuals subjected to bullying and harassment should feel confident to complain about such behaviour and Mamo Building Services hereby undertake to treat any concerns raised promptly and sensitively.

Bullying and harassment may be on grounds of race, sex, age, disability, sexual orientation, gender, religion, belief, pregnancy, marriage or civil partnership status or any other grounds.

Mamo Building Services take all allegations of bullying and harassment seriously and if found, could result in disciplinary action against the perpetrator. Malicious allegations may also result in disciplinary action.

Employees wishing to seek advice or discuss concerns about harassment may approach their line manager or HR manager or may wish to seek either informal or formal advice.

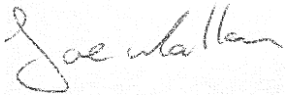
Where it is possible to resolve the matter by informal means, every effort should be made to do so and as swiftly as possible. A formal complaint should only be submitted as a 'final option', where the informal approach has not achieved satisfactory results, or in exceptional circumstances where the nature of the incident(s) warrants a more formal approach.

A formal complaint must be registered in writing as soon as possible. A formal complaint should include:

- description of the complaint, with reference to dates, times and places
- Any details of efforts to resolve the matter
- the names of any witness(es) to the incident(s)

A formal complaint will be fully investigated in line with *[insert company name's]* Bullying and Harassment Policy and if upheld action will be taken in all cases irrespective of the seniority or status of the respondent.

Joe Mallon



Director

05th January 2026