

RESPECT AT WORK

RESPECT AT WORK STANDARDS AND PREVENTION OF SEXUAL HARASSMENT



OUR PEOPLE

A SAFE AND RESPECTFUL WORKPLACE

At Hutchison Ports UK (HPUK) we want everyone to come to work and feel that they are heard, valued and treated with respect.

We have a **zero-tolerance** policy regarding bullying and harassment, whether this be verbal, written, physical or online.

You will see our Respect At Work Charter displayed across the business as a visual reminder of our expectations and shared commitment.

Examples of behaviour that is not tolerated in our business include bullying, harassment, physical violence, threats, spreading malicious rumours, deliberately undermining or belittling others, or racist or homophobic comments.

Harassment or discrimination relating to age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership will not be tolerated.

Everyone must follow the principles outlined in this Charter every day and where there is evidence that they are not being followed, action will be taken e.g **you could be removed from the site.**



The poster is titled "RESPECT AT WORK" in large, bold, blue letters. Above the title, it says "HUTCHISON PORTS HARWICH INTERNATIONAL" and "ONE TEAM BUILDING THE FUTURE TOGETHER". Below the title, it states "SEXUAL HARASSMENT HAS NO PLACE IN OUR PORTS". The central part of the poster features a grid of 12 orange boxes, each containing a type of sexual harassment. In the center of this grid is a blue box with a white circle and a diagonal line through it, with the words "SEXUAL HARASSMENT" in white. Below the grid is a dark blue box with the text "REPORTING SEXUAL HARASSMENT" and "This should be reported immediately to your line manager, HR or via the whistleblowing line on 01394 604422". At the bottom, there is a section for "SUPPORTING LINE MANAGERS AND EMPLOYEES" with contact information and logos for "Mental Health First Aiders", "health assured", and "OUR PEOPLE".

HUTCHISON PORTS HARWICH INTERNATIONAL

ONE TEAM BUILDING THE FUTURE TOGETHER

RESPECT AT WORK

SEXUAL HARASSMENT HAS NO PLACE IN OUR PORTS

Unwanted physical contact	Being followed or watched inappropriately	Unwelcome sexual comments or jokes
Inappropriate comments about looks or clothing	SEXUAL HARASSMENT	Sending or displaying sexually graphic material
Making promises in return for sexual favours		Unwelcome sexual advances or suggestive behaviour
Unwelcome invitations for dates or requests for sexual acts	Intrusive questions of a sexual nature or discussing your own sex life	Offensive emails, texts or social media content

REPORTING SEXUAL HARASSMENT
This should be reported immediately to your line manager, HR or via the whistleblowing line on 01394 604422

SUPPORTING LINE MANAGERS AND EMPLOYEES
Support is available if you need it.

You can access this via:
Your line manager or supervisor • HR • Occupational Health
Mental Health First Aiders • Our Employee Assistance Programme

health assured

OUR PEOPLE

PREVENTION OF SEXUAL HARASSMENT

As part of our Respect at Work programme, we are committed to a harassment-free workplace, and you will see posters around the port reinforcing this. Examples of behaviour that is not tolerated in our business include:

Comments about a person's appearance in a sexual way

Sharing or displaying sexually explicit images, posters

Sending sexually suggestive messages, emails or texts

Unwanted touching, such as hugging, patting or brushing against someone

Unwanted discussions about sex, sexual experiences or fantasies



The poster is titled 'RESPECT AT WORK' in large, bold, blue letters. Below the title, it states 'SEXUAL HARASSMENT HAS NO PLACE IN OUR PORTS' in orange. The poster lists 12 types of sexual harassment in orange boxes, arranged in a 4x3 grid around a central blue box with a 'SEXUAL HARASSMENT' sign. The types of harassment are: Unwanted physical contact, Being followed or watched inappropriately, Unwelcome sexual comments or jokes, Inappropriate comments about looks or clothing, Sending or displaying sexually graphic material, Making promises in return for sexual favours, Unwelcome sexual advances or suggestive behaviour, Unwelcome invitations for dates or requests for sexual acts, Intrusive questions of a sexual nature or discussing your own sex life, and Offensive emails, texts or social media content. Below the grid, a dark blue box contains the text 'REPORTING SEXUAL HARASSMENT' and 'This should be reported immediately to your line manager, HR or via the whistleblowing line on 01394 604422'. At the bottom, there is a section for 'SUPPORTING LINE MANAGERS AND EMPLOYEES' with contact information for HR, Occupational Health, Mental Health First Aiders, and the Employee Assistance Programme. Logos for 'HUTCHISON PORTS HARWICH INTERNATIONAL', 'ONE TEAM BUILDING THE FUTURE TOGETHER', 'Mental Health First Aiders', 'health assured', and 'OUR PEOPLE' are also present.

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This is a smaller version of the 'Respect at Work' poster, containing the same information as the larger one above.

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ONE TEAM BUILDING THE FUTURE TOGETHER

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REPORTING ISSUES OR CONCERNS

The charter applies to everyone working on or visiting our sites – employees, workers and 3rd parties. If you experience or witness inappropriate behaviour by our employees or any 3rd party, we will investigate and take action where appropriate

Any reports of bullying and harassment will be treated with confidentiality. Reports will be investigated thoroughly and managed in line with Port policies

Issues should be reported via one of the channels outlined on this slide.

REPORTING CHANNELS

- Your manager at your employer or Company.
- Your Supervisor or contact here at the port.
- The Company's HR Department - 01394 602777 (option 3) or hrcasemanagement@fdrc.co.uk

THE WORLD'S LEADING PORT NETWORK



OUR PEOPLE