

6. Harassment Policy Statement

It is the policy of John Menzies plc to take all reasonably practicable steps to provide a harmonious working environment free from sexual, racial or any other form of harassment or intimidation, constituting unacceptable behaviour which is personally offensive to any employee. The aim of this policy is to prevent harassment, provide guidance to resolve any problems should it occur and prevent recurrence.

Harassment is conduct which is unwanted and offensive to the recipient. It refers to behaviour which is unsolicited, personally offensive, socially unacceptable and fails to respect the rights of others.

All staff have the right to be treated with respect and consideration at work. Staff should therefore not have to feel threatened or intimidated. In this respect, staff should be aware that harassment will be treated by the organisation as misconduct which may include gross misconduct warranting dismissal.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organisation.

If staff feel they are being subjected to any form of harassment, they should raise a complaint with their direct Manager in the first instance. Alternatively, if they are unsatisfied with the result of this investigation, or the complaint is about the direct Manager, they may direct their complaint to a member of Senior Management. All complaints will be investigated thoroughly and promptly with due regard to the rights of both the complainant and the alleged harasser.

Directors/General Managers/Management have a duty to safeguard the welfare of their employees and to discourage and prevent harassment from taking place, by ensuring that this policy is communicated to every employee and implemented effectively.

Employees have a responsibility to comply with this policy on harassment and to ensure that their behaviour to colleagues does not cause offence and could not in any way be considered to be harassment. Employees should discourage harassment by making it clear that they find such behaviour unacceptable and they should also offer support to colleagues who suffer such treatment. Employees should alert a manager or supervisor to any incident of harassment to enable the matter to be dealt with appropriately.

As an Equal Opportunities employer, we recognise the importance of having clear procedures to deal with harassment at work.

Signed

Paul Dollman
Group Finance Director
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