

SDL Group

Control of Violence at Work Policy Statement

1. Introduction

- 1.1 This Statement sets out the policy of SDL Group (The Company) which comprises of the companies SDL Fit Out Ltd & SDL Interior Solutions Ltd in respect of any employee, self-employed person and contractors under our control whose health and safety may be affected by violence in the workplace. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health and safety. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to violence at work.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.

2. Definitions

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.
- 2.3 The HSE leaflet 'Violence to Staff' defines violence at work as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his or her employment'.
- 2.4 Violence need not be only of the physical kind. Our definition of violence includes serious or persistent threats and verbal abuse. Injuries received as a result of suffering violence at work may also be more than physical; it may lead to emotional shock, stress, depression and other psychological difficulties.

3. Policy

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and their continued employment by the Company in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach

of duty placed upon the Company by legislation and/or this Policy. All persons to whom this Policy applies must understand that violence and harassment, in all its forms, will not be tolerated.

- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.
- 3.4 To assist in ensuring that employees understand what constitutes violence at work and the risks connected with it, this policy shall be made available at our Head Office. We will also provide any training we deem necessary to raise awareness to a sufficient level.
- 3.5 Should any employee believe that, in pursuance of their normal duties whilst at work, they have suffered or have reason to believe that they may suffer, violence at work, they may approach their Employer, who will at all times confidentially treat any information provided and take such measures and instigate such procedures as are deemed necessary to ensure that the matter is resolved with the minimum of distress to the person concerned and any others who may be affected. Notwithstanding this, it must be understood that deliberately false accusations will result in disciplinary action being taken against the accuser.
- 3.6 It is the policy of the Company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the incidence of violence and what measures may be taken to prevent a recurrence of the incident.
- 3.7 Victims of workplace violence will be offered support and assistance by the Company in order to minimise the effects of the violence. The Directors will determine what support is necessary, after taking account of professional advice where appropriate.

4. Supporting Documentation

- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
 - a). Documents Directly Associated With This Policy
This document should be read in conjunction with the general policy statement for health and safety.
 - b). Health and Safety Information
Information about violence at work and guidance on how to avoid or minimise risks to individuals from violence.
 - c). Forms and Miscellaneous Items
Standard forms are used for various aspects of health and safety management, including the management of violence at work. These include such items as risk assessments (both generic and specific) and report forms.

5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

6. Responsibility for Policy Implementation

- 6.1 The overall responsibility for the implementation of this policy is vested in the Directors of SDL Group They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades are detailed in accompanying documentation.