



Anti-Bullying and Harassment Policy

Introduction

Black Sun Global is committed to fostering a work environment free from harassment, discrimination, and retaliation. We believe that all employees deserve to feel respected, valued, and safe at work. This policy outlines the company's commitment to preventing harassment and ensuring a fair and respectful work environment for everyone.



Definition of Harassment

Harassment is any unwelcome verbal, nonverbal, physical, or sexual conduct that creates a hostile or offensive work environment or interferes with an employee's work performance.

Examples of harassment can include, but are not limited to:

- **Verbal Harassment:** Verbal abuse, offensive jokes, insults, threats, intimidation.
- **Nonverbal Harassment:** Derogatory gestures, unwelcome physical contact, stalking, offensive emails or social media messages.
- **Physical Harassment:** Assault, battery, unwanted physical advances.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favours, sexually suggestive comments or jokes, creating a hostile work environment of a sexual nature.
- **Cyberbullying:** Using electronic communication to harass, intimidate, or embarrass someone.

Prohibited Conduct

Black Sun Global prohibits all forms of harassment, including the following:

- Making offensive or derogatory comments about a person's race, ethnicity, religion, gender, sexual orientation, age, disability, or any other protected characteristic.
- Engaging in intimidating or threatening behaviour.
- Unwanted physical contact, including touching, hugging, or blocking someone's movement.
- Displaying or distributing offensive images or materials.
- Sending sexually suggestive emails, texts, or social media messages.
- Engaging in cyberbullying.



Reporting Procedures

Black Sun Global encourages all employees to report any incident of harassment they experience or witness. There are several ways to report a concern:

- **Direct Line Manager:** Employees are encouraged to report incidents to their direct supervisor in the first instance.
- **Human Resources / Talent Department:** Employees can report incidents directly to the Human Resources Department, who will handle reports confidentially.

Investigation and Resolution

All reported incidents of harassment will be promptly and thoroughly investigated. Investigations will be handled confidentially and with respect for all parties involved.

Based on the investigation's findings, appropriate disciplinary action will be taken against individuals found to be engaging in harassment. Potential disciplinary actions may include verbal warnings, written warnings, suspension, or termination of employment.

Anti-Retaliation

Black Sun Global prohibits any form of retaliation against an employee for reporting a harassment incident or co-operating with an investigation. Any employee who feels they have been retaliated against should immediately report this to their line manager or to the Talent team.

Training and Education

Black Sun Global is committed to providing regular training on preventing and recognising harassment for all employees, including managers and supervisors. This training will cover the company's Anti-bullying and Harassment Policy, the different forms of harassment, bystander intervention, and the reporting procedures.

Enforcement

This policy will be enforced consistently and fairly by all levels of management. Any violation of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment.

Conclusion

Black Sun Global believes that everyone has the right to work in a harassment-free environment. We encourage all employees to treat each other with respect and dignity. This policy is designed to ensure that all employees feel safe, valued, and empowered.