



# **Lambrian Training FZ LLC**

## **Anti-Harassment and Anti-Bullying Policy**

Lambrian Solutions is committed to providing a safe, respectful, and inclusive work environment for all employees, partners, clients, and stakeholders. We have a zero-tolerance policy towards any form of harassment, bullying, or intimidation. This policy outlines the behaviours that constitute harassment and bullying, our commitment to prevent such behaviours, and the procedure for reporting and addressing any incidents.

### **1. Purpose**

The purpose of this policy is to clearly define Lambrian Solutions' stance against harassment and bullying, establish a safe workplace, and provide guidance on reporting mechanisms and corrective actions for any violations. Our aim is to foster an environment where all individuals are treated with respect and dignity.

### **2. Scope**

This policy applies to all employees, contractors, trainees, and any individuals associated with Lambrian Solutions, including third parties interacting with our organisation. It covers all workplace settings, including remote work, offsite locations, and social settings related to company activities.

### **3. Definition of Harassment and Bullying**

- a. **\*\*Harassment\*\***: Harassment includes any unwanted or offensive conduct that undermines the dignity of an individual. This may involve verbal, physical, or written behaviours that are intimidating, demeaning, or hostile, including but not limited to comments based on race, sex, religion, sexual orientation, disability, age, or other protected characteristics.
- b. **\*\*Bullying\*\***: Bullying includes persistent and offensive behaviour that intentionally undermines, humiliates, or intimidates an individual. This can involve repeated incidents of aggressive behaviour, exclusion, excessive criticism, or any other conduct that impacts an individual's ability to perform their work effectively.

### **4. Preventative Measures**

Lambrian Solutions takes proactive steps to prevent harassment and bullying:

- a. **\*\*Regular Training\*\***: We provide mandatory training sessions for employees and management on recognising and preventing harassment and bullying in the workplace.
- b. **\*\*Clear Communication\*\***: Our commitment to a respectful workplace is communicated during onboarding and reinforced in company communications.



c. **Leadership Commitment**: Managers and leaders are held accountable for promoting and upholding this policy within their teams.

## 5. Reporting Procedure

Employees and stakeholders are encouraged to report any incidents of harassment or bullying:

a. **Direct Reporting**: Incidents can be reported directly to the Human Resources department via email at [hr@lambriansolutions.com](mailto:hr@lambriansolutions.com) or through our confidential hotline.

b. **Anonymous Reporting**: For those who wish to report anonymously, we offer an online reporting form on our website.

c. **No Retaliation**: Lambrian Solutions prohibits any form of retaliation against individuals who report harassment or bullying. All reports will be handled confidentially and investigated impartially.

## 6. Investigation and Resolution

Upon receiving a complaint, the following steps will be taken:

- a. **Acknowledgement**: The complainant will receive an acknowledgment within 3 working days.
- b. **Investigation**: The HR team will conduct a prompt investigation, which may include interviews and reviewing relevant documents.
- c. **Resolution**: If the complaint is substantiated, corrective action will be taken. Actions may range from mediation and warnings to disciplinary measures, including termination in severe cases.

## 7. Support for Affected Individuals

Lambrian Solutions provides support for individuals affected by harassment or bullying, including access to counselling services and additional resources as needed. Our goal is to ensure that affected individuals feel safe and supported throughout the reporting and resolution process.

## 8. Continuous Improvement

This policy is reviewed annually to ensure it remains effective and relevant. Feedback from employees and lessons learned from previous incidents are used to improve our approach to creating a respectful, harassment-free workplace.