

1.01 Dignity at Work Policy

Horizon Offsite Ltd. is committed to ensuring a harassment free work environment and believes that all its employees should be treated with dignity and respect. It is our policy to provide a work environment free of unlawful discrimination, sexual harassment, harassment or bullying of any kind. Employees have the right to be treated with dignity and respect. It is the responsibility of all employees to be aware of and adhere to this policy.

The intention of the perpetrator of the sexual harassment or harassment is irrelevant. The effect of the behaviour on the employee is what is important. It is a matter for the employee to decide what behaviour is unwelcome and this is so irrespective of the attitude of others.

Management, at the highest level, strongly disapproves of and will not tolerate unlawful discrimination, sexual harassment, harassment, bullying or any such inappropriate behaviour towards its employees by managers, employees, or any other third party such as vendors, customers, suppliers or visitors. Appropriate disciplinary action will be taken against any person who violates this policy, which in the case of employees may include dismissal for serious offences or, in the case of third parties, exclusion from Horizon Offsite Ltd.

The following are within the scope of this policy:

- Sexual harassment, bullying and harassment by co-workers, vendors, suppliers, contractors and other business contacts Horizon Offsite Ltd has outside the workplace, e.g., publicity events, press conferences, training and work related social events.
- Sexual harassment, bullying and harassment of or by employees supplied by employment agencies or engaged in vocational training.

The immediate response of an employee who is accused of harassment, sexual harassment or bullying may be to get angry, make counter allegations or deny or reject the complaint. Employees are urged not to respond in this way. Instead, they should listen to what is being said. If, after mature reflection, an employee considers that they have caused offence, unintentionally or otherwise, the appropriate action is to apologise to the individual concerned and modify the offending behaviour accordingly. In that regard, it is important to remember that where the complaint is dealt with under the informal procedure, and matters are resolved, no disciplinary action will follow. Where, however, an employee considers that their behaviour has not caused offence, unintentionally or otherwise, the employee has the right to challenge the complaint