

ZERO TOLERANCE POLICY

1. SCOPE

This Policy applies to all employees, clients, and visitors of Bumblebee Lighting Limited.

1. POLICY STATEMENT

Bumblebee Lighting Limited has a Zero-tolerance Policy for the following behaviours:

- **Discrimination:** Any behaviour that discriminates against an individual based on their race, colour, religion or belief, national origin, gender, gender reassignment, sexual orientation, age, or disability is strictly prohibited.
- **Harassment:** Any behaviour that creates a hostile or intimidating work environment, including sexual harassment, is strictly prohibited.
- **Violence:** Any behaviour that threatens or causes physical harm to another employee, client, or visitor is strictly prohibited.
- **Theft or Fraud:** Any behaviour that involves stealing or embezzling company property or committing fraud is strictly prohibited.
- **Alcohol and Drugs:** Any behaviour that involves the consumption of Alcohol or the taking of Drugs whilst on company property or during our company working hours is strictly prohibited.

1. REPORTING PROCEDURES

Any employee who witnesses or experiences any of the behaviours outlined in this Policy is required to report it immediately to their Supervisor, Manager, Director, or HR Department. The report should include as much detail as possible about the incident, including the names of any individuals involved and any witnesses.

1. INVESTIGATION

Upon receiving a report of prohibited behaviour or action, Bumblebee Lighting Limited will conduct a prompt and thorough investigation. The investigation will be conducted in a confidential and impartial manner, and all parties involved will be treated with respect and dignity.

1. CONSEQUENCES

If an employee is found to have engaged in any of the prohibited behaviours outlined in the Policy, they will face disciplinary action. The severity of the disciplinary action will depend on the nature and severity of the behaviour,

but may include:

Instant Dismissal

The involvement of the Police

Please refer to the Employee Handbook for further information.

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