

DOCUMENT CONTROL SHEET

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Bullying and Harassment Policy

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BULLYING AND HARASSMENT POLICY.

1. Introduction

Chesser Resources Ltd (Chesser or the Company) is committed to maintaining a working environment free from bullying and harassment and one where individuals are treated with dignity and respect. We therefore have a zero-tolerance stance to bullying and harassment.

If not addressed bullying and harassment can lead to increased absence and turnover and can expose the Company to claims for constructive dismissal or discrimination. Negative publicity and reporting would also impact on the Company's good standing as an employer. Individuals who bully or harass colleagues could also face dismissal and/or criminal proceedings.

This Instruction applies to all employees, contractors and casual staff.

2. Definition

The terms bullying and harassment mean different things to different people. However, under internationally adopted guidelines Chesser applies its policy to religious belief and political opinion; race; disability; age; sex and sexual orientation, harassment is defined as **“unwanted conduct which has the purpose or effect” of “violating a person’s dignity” or “creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person”.**

Examples of behaviour that could be deemed as bullying or harassment include but are not limited to:

- copying documents that are critical about someone to others who do not need to know,
- ridiculing or demeaning someone – picking on them or setting them up to fail,
- exclusion or victimisation,
- unfair treatment,
- swearing at someone,
- making threats or comments about job security without foundation,
- deliberately undermining a competent worker by overloading and constant criticism,
- preventing individuals progressing by intentionally blocking promotion or training opportunities,
- overbearing supervision or other misuse of power or position,
- spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of age, race, sex, disability, sexual orientation or perceived sexual orientation, gender identity and religion or belief)
- unwelcome sexual advances – touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.
- making homophobic insults or threats

- outing an individual as lesbian, gay, bisexual or trans (LGBT) without their permission
- purposefully referring to a colleague as 'he' when they would prefer to be referred to as 'she' and vice versa.

Such acts will be deemed to be work related even if they take place outside of work if they occur at a works social event, training course, in staff accommodation or similar. Legitimate and constructive feedback of an employee's performance or behaviour or reasonable requests made of employees in the course of their employment, does not constitute bullying.

3. Preventing bullying and harassment

Employees' responsibilities

Employees have a responsibility to help create and maintain a work environment free from bullying and harassment by:

- being aware of their own behaviour constantly checking that they are not intentionally or otherwise being a bully or harassing a colleague,
- treating others with dignity and respect recognising we are all individuals,
- acknowledging behaviour such as banter or jokes may not be acceptable to everyone,
- making it clear to others when their behaviour is unacceptable and always reporting bullying or harassment,
- encouraging and supporting others to speak out against bullying and harassment,
- working with colleagues and managers to resolve differences quickly and amicably.

Managers' responsibilities.

Managers have a particular responsibility to:

- set a good example in the way they behave,
- intervene quickly to stop potential/alleged bullying or harassment,
- recognise that their decisions will not always be popular and may require careful management,
- create a supportive working environment in which employees feel able to speak up,
- ensure employees know what standards of behaviour are expected of them.

4. Dealing with bullying and harassment

Employees' responsibilities:

- be clear about what does and does not constitute bullying or harassment (see above),

- attempt to resolve issues informally in the first instance either directly or through mediation.
- be able and willing to back up allegations with evidence,
- be aware that Chesser will need to investigate any and all complaints brought to the attention of their line manager or in Senegal the Chief Geologist or Exploration manager.
- The Grievance Procedure is available to employees/contractors to lodge a formal complaint if informal mediation has not reached an acceptable resolution.
- work with the Chesser to rebuild working relationships.

The Company's responsibilities:

- create a culture where it is safe to speak out,
- take all allegations seriously whether raised directly or not,
- help individuals to try to resolve complaints quickly and informally wherever possible,
- following an investigation, if there is a case to answer, deal with issues raised in accordance with the appropriate process.
- confirm to the employee whether any action has been taken as a result of the allegations they made taking care not to breach Data Protection legislation and provide them with the right of appeal,
- take a zero-tolerance stance against bullying and harassment by members of the public, communities in which Chesser works or service providers.
- treat the details of any allegations with sensitivity and confidentiality.

Anyone who believes bullying and harassment is taking place but feels unable to raise it with their manager can use the Whistleblowing Procedure.

5. Outcomes

Bullying and harassment represent gross misconduct and may result in disciplinary action up to and including dismissal. If a complaint is upheld but the harasser is not dismissed due to mitigating circumstances, Chesser may take additional steps such as providing training to improve their people management skills, assertiveness or knowledge of equality and diversity issues.

Some types of bullying and harassment constitute unlawful discrimination and may give rise to civil claims or criminal proceedings against the harasser. Individuals may be personally liable to pay compensation if a successful claim is brought against them in an employment tribunal or other court.

Monitoring of compliance with this Instruction is the responsibility of the Exploration Manager and the CEO.