



W.B. Simpson & Sons LTD.

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www.wbsimpsonsons.co.uk

Anti-Bullying Policy

Introduction

W B Simpson & Sons Ltd are committed to creating and maintaining a work environment which is respectful and professional in all manners. To adhere to this statement W B Simpson & Sons Ltd has created this policy and a means of reporting and investigating any instances of bullying for all employees. W B Simpson & Sons Ltd will not tolerate any forms of bullying or harassment and will subsequently make every reasonable effort to prevent this.

Scope

All employees are covered by this policy which applies to all activities undertaken by the company, including both interpersonal and electronic communications. Furthermore, this policy covers any activities related to the workplace or any job-related task or activity, including social functions, conferences, training and travel.

Bullying Definition

Workplace bullying is characterised as a persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation. Bullying can be characterised by aggressive, intimidating, malicious, insulting or abusive behaviour or abuse of power through means intended to undermine, denigrate or hurt someone.

Employees' Rights, Roles and Responsibilities

Every employee of W W B Simpson & Sons Ltd is expected to support the implementation of this policy by:

- Behaving in a manner that portrays professional demeanour and mutual respect for others.
- Participating fully and willingly in any investigation of a formal complaint where they have been identified as able to provide relevant information;
- Respect the rights to personal dignity, privacy and confidentiality;
- Not intimidate or harass others.

How Complaints Will Be Dealt With

Any claims of bullying will be investigated both promptly and discreetly, with confidentiality being a priority. If a situation of bullying is witnessed and a complaint is made, information about who made a complaint will not be disclosed to others. An appropriate disciplinary action will be taken to eliminate inappropriate behaviour.

The company will not tolerate intimidation, victimisation, retaliation or discrimination against an individual for filing a complaint or assisting in an investigation, whether or not the complaint is upheld. Where such action is alleged, the matter will be dealt with in the same way as an allegation of harassment or bullying.



Signed

Marc Poland

Managing Director

Date: 20th August 2026

