
Date 18/02/2026

Revision 03

Reference BW-E-H10000-W-POL-000001

DIGNITY AT WORK POLICY

February 2026

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1.0 INTRODUCTION

- 01 Black & White Engineering is a global business who operate as one team. We employ a diverse range of individuals who all deserve the right to be treated with respect, regardless of role or place in any hierarchy. Black & White is committed to creating a workplace that is free from discrimination, harassment, bullying, and victimisation. We believe that everyone has the right to feel comfortable, valued, and included in their work environment.
- 02 This Dignity at Work Policy outlines Black & White's commitment to providing a respectful and inclusive workplace for all employees. It sets out the standards of behaviour expected of all employees and provides procedures for reporting and addressing concerns.
- 03 Our commitment to Equality Diversity and Inclusion is described in our global EDI policy statement (link to EDI policy statement).
- 04 Equality, Diversity, and Inclusion (EDI) is a framework that promotes fairness, respect, and equal opportunities for all individuals, regardless of their background or identity. It involves creating environments where everyone feels valued, has equal access to resources and opportunities, and can contribute their unique perspectives. EDI aims to dismantle systemic barriers and biases that may hinder certain groups, fostering a more just and equitable society.
- 05 At Black & White, selection for promotion, training, development or any other progression/benefit is based on demonstrated aptitude and ability.

2.0 SCOPE

- 01 This policy applies to all employees, contractors, and visitors to Black & White's premises.

3.0 DEFINITIONS

- a) **Discrimination:** Treating someone less favourably than others because of a protected characteristic.
- b) **Harassment:** A form of discrimination that involves unwanted conduct that violates a person's dignity or creates a hostile, offensive, or degrading environment.
- c) **Bullying:** Repeated behaviour that is intended to cause harm, humiliation, or distress.
- d) **Victimisation:** Taking action against someone because they have made a complaint about discrimination, harassment, or bullying.
- e) **Protected Characteristics** – specific attributes or traits that are legally safeguarded against discrimination under the Equality Act 2010. This is a piece of UK legislation which provides best practice for the Black & White business.
- f) **EDI** – equality, diversity and inclusion

4.0 PROTECTED CHARACTERISTICS

01 Black & White do not accept discrimination, harassment or unfavourable treatment on any grounds and will take appropriate action should such behaviour be identified. There are, however, specific attributes that have legal protection in some locations, they are:

- a) Age
- b) Disability
- c) Gender reassignment
- d) Marriage and civil partnership
- e) Pregnancy and maternity
- f) Race (including colour, nationality, ethnic and national origins)
- g) Religion or belief
- h) Sex
- i) Sexual orientation

5.0 PROHIBITED CONDUCT

01 Black & White strictly prohibits any form of discrimination, harassment, bullying, or victimisation based on any grounds including protected characteristics. This includes, but is not limited to:

- a) Direct or indirect discrimination
- b) Harassment (including sexual harassment)
- c) Bullying
- d) Victimisation

6.0 SEXUAL HARASSMENT

01 Black & White is committed to providing a workplace that is free from sexual harassment. Sexual harassment is any unwelcome conduct of a sexual nature that creates a hostile, offensive, or intimidating environment. It can be experienced by all gender identities.

02 Sexual harassment is defined as any unwelcome conduct of a sexual nature, including but not limited:

- a) Physical contact of a sexual nature
- b) Verbal comments of a sexual nature
- c) Sexually suggestive gestures or behaviour

- d) Displaying sexually suggestive images or materials
- e) Making sexually suggestive jokes or comments
- f) Making unwelcome sexual advances

7.0 EVERYONE'S RESPONSIBILITY

01 All employees have a responsibility to:

- a) Comply with the Dignity at Work Policy
- b) Treat colleagues with respect and dignity
- c) **Be an active bystander:** Intervene when you witness or hear about discriminatory or harmful behaviour.
- d) **Be an ally:** Support and advocate for colleagues from marginalized groups.
- e) Challenge inappropriate behaviour
- f) Report concerns about discrimination, harassment, bullying, or victimization

8.0 REPORTING CONCERNS

01 If you experience or witness discrimination, harassment, bullying, or victimisation, please report it to your manager or a designated HR representative. All complaints will be taken seriously and investigated promptly.

02 All concerns will be handled sensitively and in strict confidence. We expect that anyone who raises a concern also observes the requirement for confidentiality and does not disclose the nature or details of the concern raised outside of the official process. This will ensure all parties are fairly treated.

9.0 INVESTIGATION AND RESOLUTION

01 Black & White will conduct a thorough investigation of any complaint. If a complaint is substantiated, appropriate action will be taken, which may include disciplinary sanctions.

10.0 ACTIVE BYSTANDERS AND ALLYSHIP

01 Black & White encourage employees to be active bystanders and allies. Active bystanders are individuals who intervene when they witness or hear about discriminatory or harmful behaviour. Allies are individuals who support and advocate for colleagues from marginalized groups.

- 02 Training and resources will be provided to help employees develop the skills and confidence to be effective active bystanders and allies.

11.0 TRAINING AND AWARENESS

- 01 Training will be provided to all employees to raise awareness of discrimination, harassment, bullying, and victimisation, and to reinforce Black & White's commitment to a respectful workplace.

Black&White



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