

WORKPLACE BULLYING PREVENTION POLICY



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Asr Alamdad (AAA) is committed to provide and maintain a safe work environment where everyone is treated with fairness, respect, equality and dignity.

Behaviors involving bullying, harassment and discrimination are against the AAA values and pose a risk of injury or harm to employees and will not be tolerated.

Notwithstanding, any person who claims to have experienced discrimination or harassment:

- Should not be discouraged from discussing the problem with the other party in the first instance (informal resolution) in an attempt to resolve the matter in a constructive manner.
- Is entitled to seek a formal investigation and determination of the complaint in accordance with this procedure.
- Is entitled to pursue a complaint under the provisions of the Anti-Harassment law in KSA issued by Royal Decree in 31 May 2018.

Discrimination, harassment and bullying behavior poses a significant threat to the health, safety and welfare of employees in the workplace and potentially has wider implications for employers; including reduced profitability, low morale and increased absenteeism and staff turnover. In addition, employers ultimately remain responsible for the consequences of such behaviors as a result of the employer's duty of care under (Article 3) of labor law.

AAA has created this policy and the associated Complaints Resolution Procedure in order to make the workplace safer for all employees and to minimize the risk to employees from such behavior that may arise in the work environment.

This policy applies to all AAA employees, contractors and consultants including all full-time, part-time, casual and temporary employees, contractors or workers employed on a commission basis.

In order to resolve or redress any complaint about discrimination, harassment or workplace bullying, employees should use the Complaints Resolution Procedure.

Breaches of this policy may lead to disciplinary action being taken against an employee under the AAA Disciplinary Policy.



Faisal Al-Shaiban
Managing Director