



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Management Procedure – Workplace Violence & Bullying Prevention

Document No LUS-HSE-WG3-446-053.01 Rev 1

Uncontrolled Copy Controlled Copy Date 01-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

CONTENTS

- 1.0 DESCRIPTION**

- 2.0 PROCEDURE**
 - 2.1 WORKPLACE VIOLENCE**
 - 2.2 WORKPLACE BULLYING**

1. Description

This element of the LCSMP is intended to raise awareness of workplace violence and bullying and outlines LREDC's expectations regarding Contractor prevention policies.

2. Procedure

2.1 Workplace Violence

LRDEC has a policy of zero tolerance for violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, stalking, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with Parsons, including employees, contractors and visitors do not feel threatened by any actions or conduct.

In an effort to fulfill this commitment to a safe work environment for employees, contractors and visitors, security measures include:

- a) All employees and contractors working on LRDEC property must display company identification;
- b) Access to LRDEC property is limited to those with a legitimate business interest; and
- c) All visitors must register and display identification.

LRDEC specifically prohibits the possession of weapons by any employee while on company property. Employees are also prohibited from carrying a weapon while conducting company business.

Weapons include guns, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

It is a shared responsibility to prevent violence in the workplace. All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. All managers and supervisors are responsible for implementing and maintaining a Workplace Prevention Violence Program that promotes zero tolerance at work. Employees are encouraged to report any indicators or incidents promptly to supervisory personnel or corporate security. All reports will be investigated and information will be kept confidential and only divulged on a need-to-know basis. LRDEC will not discriminate against victims of workplace violence.

Management at each project location is responsible for ensuring that all safety policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to implement the rules fairly, uniformly and without discrimination against the victims of workplace violence.

2.2 Workplace Bullying

LRDEC defines bullying as direct or indirect verbal comments, actions, behaviour, or tactics such as verbal abuse or psychological manipulations that are used to harm an individual or attempt to harm an individual. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when administering discipline. Parsons considers the following types of behaviour bullying:

- a) **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- b) **Physical Bullying:** pushing, shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- c) **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- d) **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- a) Persistent singling out of one person;

- b) Shouting, raising voice at an individual in public and/or in private;
- c) Using verbal or obscene gestures;
- d) Personal insults and use of offensive nicknames;
- e) Public humiliation in any form; and
- f) Spreading rumours and gossip regarding individuals

LRDEC will not in any instance tolerate bullying behaviour. Employees found in violation of this policy may be disciplined, up to and including the possibility of termination