



# Behavioural Safety Management Policy 2023-24

## Introduction

Sunter Limited has a proactive approach to all aspects of health and safety on site. This approach includes the behavioural aspects of individual employees as well as groups / trades.

## Purpose

The purpose of this policy is to ensure all employed by Sunter Limited can attend work free from any behavioural actions from others that may cause harassment, alarm and/or distress.

This policy must be read in conjunction with Sunter Limited's '**Anti-Bullying, Harassment and Personal Security Policy**'

## As an employer, what are my duties?

As an employer, Sunter Limited have a duty to ensure all employees can attend work and be safe from all physical and other hazards.

This is inclusive of horseplay and unacceptable behavior at all times whilst undertaking Sunter Limited activities.

## Unacceptable Behaviour

Defining safe and unsafe behaviour is essential and must be clearly defined to all employees and contractors on site.

Unsafe behaviour can be classed as:

- Causing another employee to feel intimidated
- None-compliance of company rules
- None-compliance to client's rules, policies and procedures
- Breaking of UK law
- For a detailed list of company defined unacceptable behaviour, please refer to the Employee Handbook.

## Monitoring & Observation

On site, Site Managers will constantly monitor and observe the behaviour of all staff and contractors.

They have a duty to report any issues they deem as unacceptable to the Health & Safety Manager. He will then decide if further involvement is required, and if so, an investigation will be carried out.

## Reporting

Reporting of incidents is essential. All employees/contractors are required to pass on all information about any incident, however insignificant as it may seem. This is so that we can put into place:

- Training and information to individuals / groups regarding their behaviour on site towards others
- Aid any further investigations required
- Pass on information to Clients about abusive and/or threatening behavior of customers

**Policy Date:** October 2023

Policy Written by:

Name: John Walker

Signature:

Position: Health, Safety & Environment Manager

**Review Date:** October 2024

Policy Reviewed by:

Name: Kevin Stubbs

Signature:

Position: Company Director