



**ASM Sports (UK) Limited | Dignity at Work and
Stress Policy | JANUARY 2023**

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Policy/Procedure Approval Date	16th January 2023	
Frequency of Policy Review	Annually	
Next Review Date	January 2024	
Signature of Policy/Procedure Leader	Signature of Managing Director	
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1. DIGNITY AT WORK POLICY

- 1.1 The Company aims to ensure that all its employees have dignity at work. That means that there are some types of behaviour that are unacceptable which will include the following:
- 1.1.1 being offensive, abusive, malicious, insulting or intimidating to a fellow employee; or
 - 1.1.2 engaging in unjustifiable criticism towards a fellow employee; or
 - 1.1.3 imposing a punishment upon a fellow employee without reasonable justification; or
 - 1.1.4 changing an employee's duties or responsibilities to his or her detriment without reasonable justification.
- 1.2 This policy applies to all employees, regardless of their rank or seniority. Breach of this policy will be treated as misconduct.
- 1.3 If you feel that your dignity at work has been compromised, you should raise the matter through the Company's grievance procedure.





2. STRESS POLICY

- 2.1 Life and work have become much busier in recent times. There seems to be too much to do and too little time to do it in. Therefore, more employees are experiencing stress at work.
- 2.2 Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. As a reasonable Company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.
- 2.3 If you experience unreasonable stress which you think may be caused by work, you should raise your concerns through the Company's grievance procedure.
- 2.4 Managers, when performing risk assessments on the activities of their department, will pay special attention to potential risks from stress and signs of stress at work will be noted.
- 2.5 The Company (if deemed appropriate) will offer an employee assistance scheme which will offer confidential and individual counselling to employees who may need it.
- 2.6 Any employee with clear stress-related problems shall receive (if requested) appropriate counselling and help from the Company (employee) assistance scheme but it is understood that this is not an alternative to looking at the cause of the stress and, if work-related, seeking to alter the structure and working arrangements of the job.
- 2.7 Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

