

 <p>UR ADVISORY GROUP مجموعة أور الإستشارية</p>	UR Document Management System (DMS)		Page 1 of 2
			Issue: A
	Policies Management		Rev. : 0
	UR- P -003		Date: March, 2024

‘Anti-Bullying Policy’

March, 2024	A	UR- P -003	ISSUE FOR USE	COO	CEO
DATE	ISSUE	Doc .No	ISSUE DESCRIPTION	PREPARED	APPROVED

1. Purpose: UR Advisory Group is committed to providing a safe and respectful workplace environment for all employees. This “Anti-bullying policy” is designed to prevent and address bullying behavior within the organization and to foster a culture of mutual respect, collaboration, and inclusivity.
2. Definition of bullying: Bullying is defined as any repeated, unreasonable behavior directed towards an individual or group that creates a hostile or intimidating work environment. This behavior may include, but is not limited to, verbal abuse, insults, humiliation, intimidation, or any form of unwarranted aggression.
3. Scope: This policy applies to all employees, contractors, vendors, clients, and any other individuals associated with UR Advisory Group, regardless of their position or level within the organization.
4. Prohibited behaviors: Bullying behaviors that are strictly prohibited include, but are not limited to:
 - Verbal abuse or offensive language;
 - Intimidation or threats;
 - Humiliation or degradation;
 - Sabotaging work or spreading false rumors;
 - Exclusion or isolation;
 - Cyberbullying, including online harassment through electronic communication channels.
5. Reporting procedures: Employees who believe they have experienced or witnessed bullying should report the incident promptly to their immediate supervisor, manager, or the designated human resources representative. If the complaint involves the immediate supervisor or manager, employees should report to the next level of management or directly to human resources.



6. Confidentiality and non-retaliation: All reports of bullying will be treated confidentially to the extent possible, considering the need to conduct a thorough investigation. UR Advisory Group prohibits any form of retaliation against individuals who make good-faith reports of bullying or who participate in an investigation.
7. Investigation process: Upon receiving a report of bullying, UR Advisory Group will conduct a prompt and impartial investigation. The investigation may include interviews with the involved parties and any relevant witnesses, as well as a review of any supporting documentation. The company will take appropriate corrective action based on the findings of the investigation.
8. Corrective action: If bullying is substantiated, UR Advisory Group will take prompt and effective corrective action, which may include counseling, training, written warnings, suspension, or termination, depending on the severity and nature of the behavior.
9. Prevention and training: UR Advisory Group is committed to preventing bullying through education, awareness, and training programs. Employees will be provided with information on recognizing and preventing bullying, and supervisors will receive additional training on addressing and responding to reports of bullying.
10. Review and revision: This “Anti-bullying policy” will be periodically reviewed to ensure its effectiveness and relevance. Updates or revisions may be made as necessary, and the most recent version will be communicated to all employees.