

Aberdeen Roads Limited and Balfour Beatty have introduced a 'zero tolerance' initiative and this policy to address the issue of violence, aggression and unacceptable behaviour directed towards our employees, where the wrongdoer may be a member of the public or a work colleague. These issues are routinely delivered to all our staff through our Induction Process and a Toolbox Talk advising them of our position and how to proceed in the event of any violence or aggression at work.

The contract is also delivering a clear message to the public that violence and aggression towards any employee is unacceptable.

These measures are supported by a system which treats members of the public in a timely and respectful manner and provides them with adequate information.

**What we mean by unacceptable violence and aggression**

Violence and aggression at work is- 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

- a. Physical assault is - 'the intentional application of force from one person to another, without lawful justification, resulting in physical injury, personal discomfort or damage to property'.
- b. Non-physical assault is - 'the use of inappropriate words (including, but not exclusively, verbal/written/social media) or behaviour causing alarm, distress and/or constituting harassment'.
- c. Persistent unacceptable behaviour - refers to 'behaviour both within one contact and/or a number of separate contacts over an undefined period'. This includes face to face, telephone, email and any other written contact.

**Zero tolerance**

Aberdeen Roads Limited and Balfour Beatty will not accept or tolerate any violence or aggression towards its employees.

Staff and our operatives are expected to report an incident of this type to their manager/supervisor and will be asked to help complete an Incident Reporting Form. Apart from the requirement to record all such incidents, it will help the company to consider ways of preventing incidents in the future.

The outcome of the investigation into the individual circumstances and any such act/behaviour may result in appropriate action or sanctions being applied. Where appropriate, unlawful acts will be reported to the relevant authorities with supporting evidence.

Our Personnel may also make use of the free and confidential Information, Support and Counselling Service to help and support them in dealing with the emotional and physical after-effects of abuse and assault.



Signed.....

L Simmons, General Manager - For and on behalf of Aberdeen Roads Limited



Signed.....

I Campbell, Network Manager - For and on behalf of Balfour Beatty