

Bullying and Harassment Policy

Prepared by Metaschool Ltd

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V1.10

Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Sign
1.0	Initial Release	Management	Board of Directors	CEO	
1.10	Update 1	Management	Board of Directors	CEO	

Bullying and Harassment Policy

Policy Statement:

Metaschool Ltd is committed to providing a work environment that is free from bullying, harassment, and discrimination. We believe that all employees have the right to work in an atmosphere that promotes respect, dignity, and equality. Bullying and harassment in any form will not be tolerated and will be subject to disciplinary action, up to and including termination of employment.

Scope:

This policy applies to all employees, contractors, clients, and visitors of Metaschool Ltd. It covers all forms of bullying and harassment that occur in the workplace, during work-related activities, or through electronic communication channels related to work.

Definition:

Bullying and harassment can take many forms, including but not limited to:

Bullying: Repeated unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. This may include verbal abuse, intimidation, exclusion, or spreading rumours.

Harassment: Any unwanted conduct that offends, humiliates, or intimidates an individual, including but not limited to behaviour related to a protected characteristic such as race, gender, sexual orientation, disability, religion, or age.

Responsibilities:

Management: It is the responsibility of all managers and supervisors to ensure that the workplace remains free from bullying and harassment. Managers must lead by example, promptly address any reports of bullying or harassment, and take appropriate disciplinary action when necessary.

Employees: All employees are expected to treat each other with respect and refrain from engaging in any behaviour that could be considered bullying or harassment. Employees should report any incidents of bullying or harassment to their supervisor or the designated HR representative.

Reporting Procedure:

Any employee who believes they have been subjected to bullying or harassment, or who has witnessed such behaviour, should report it immediately to their supervisor or the HR department. Reports can be made verbally or in writing, and confidentiality will be maintained to the fullest extent possible.

Investigation and Resolution:

All reports of bullying or harassment will be promptly and thoroughly investigated. Investigations will be conducted impartially and with sensitivity to the concerns of all parties involved. Depending on the findings of the investigation, appropriate disciplinary action will be taken, up to and including termination of employment.

Protection from Retaliation:

Metaschool Ltd prohibits retaliation against any employee who reports bullying or harassment or participates in an investigation into such behaviour. Any retaliation will be subject to disciplinary action.

Review and Revision:

This policy will be reviewed regularly to ensure its effectiveness and compliance with relevant laws and regulations. Any necessary revisions will be made in consultation with employees and other stakeholders.