ESTORIL MANAGEMENT SYSTEM Bullying & Sexual Harassment

BULLYING & SEXUAL HARASSMENT

No harassment and bullying: Harassment includes any inappropriate and unwelcome conduct which, whether intentionally or not, creates feelings of unease, humiliation, embarrassment or discomfort for the recipient, where sexual harassment is unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature.

Bullying is a form of harassment that includes hostile or vindictive behaviour and results in a work environment in which a group of people or an individual may become threatened or intimidated because of the negative or hostile behaviour of another group of people or individual. Bulling, including cyber bulling, may involve a misuse of power or position and is often persistent and unpredictable.

Harassment and bullying are examples of conduct that is unwanted and causes detrimental effects, which may include, stress, lack of motivation, reduced work performance, absence from duties and resignations.

All seafarers have the right to work without suffering harassment and bullying. It is a matter of good employment practice to foster a working environment in which seafarers can work free of harassment and bullying. For the dignity and well-being of all seafarers, the Company is committed to the elimination of harassment and bullying from vessels and to ensuring a working environment in which everyone is respected.

In order to tackle harassment and bullying, the Company actively encourages its seafarers to bring incidents, including those that affect others, to its attention without delay, adopting reporting procedures, conducted in absolute confidentiality, in which all seafarers should have confidence.

In every managed vessel a person or persons are designated to act as the first point of reference for each seafarer that wishes to make a complaint, either a member of the crew, or a company employee based ashore, or a person designated by the Company to act on its behalf. The victim of harassment or bullying is also provided with the option, at his discretion, of resolving the complaint informally. This could involve the victim explaining the effects of the alleged perpetrator's actions in the presence of another Company person, trained in the resolution of complaints. The alleged perpetrator may then be offered an opportunity to apologize for his actions and undertake not to repeat them.