



Global Bullying and Harassment Policy

Risk Owner	Global People Director
Approver	People and Culture Committee
Review Date	Every 3 years next due March 2028

1. Our commitment

World Animal Protection is committed to creating a work environment free of harassment and bullying, where everyone is treated with dignity and respect.

World Animal Protection does not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken. The organisation will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint. Victimisation is a disciplinary offence.

Employees found guilty of harassment or bullying will face disciplinary penalties, up to and including dismissal, could be personally liable to pay compensation in legal claims, and may find their own family and social relationships are adversely affected. Serious harassment may be a criminal offence.

2. Scope of this policy

This policy applies to all employees, agency workers, consultants, self-employed contractors, volunteers, suppliers, donors and trustees of World Animal Protection Group. Group offices should ensure compliance with local corporate law/regulations.

It is acknowledged that Affiliates will have their own robust risk management frameworks monitored by their respective independent boards and regulators. However, they are welcome to adopt this policy in part or whole.

If the complainant or alleged harasser is not employed by the organisation, e.g. if the worker's contract is with an agency or third party employer, this policy will apply with any necessary modifications such as that the World Animal Protection could not dismiss the worker but would instead require the agency/third party employer to remove the worker, after investigation.

The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, e.g. business trips and work-related social events.

This policy is designed to give those in scope who believe that they have been harassed or bullied at work a route to raise the issues or complaint, either informally or formally. The main aim of this policy is to provide a framework for resolving issues and complaints of harassment or bullying, and for stopping any behaviour that is causing offence or distress. The organisation regards all forms of harassment and bullying as serious misconduct, and any employee who is found to have harassed or bullied a colleague or stakeholder will be liable to disciplinary action up to and including summary dismissal. The organisation will treat all complaints of harassment seriously and will investigate them promptly, efficiently and in confidence.

World Animal Protection is committed to ensuring equal opportunities and fair treatment in the workplace for all. We aim to provide a working environment in which all feel comfortable and where everyone is treated with respect and dignity, regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, disability or any other personal attribute.

This policy should be read in conjunction with the relevant local Dispute Resolution or Grievance Policy and Procedure, where applicable.

3. Values and Behaviours

At World Animal Protection everything we do is guided by our values and behaviours and these form part of our Adoption Policy & Procedure.

- Global – We make decisions and act with a global mindset.
- Diverse and Inclusive – We actively encourage and promote diversity, ensure all voices are heard and are committed to equal opportunities for all.
- Collaborative – We work together and co-create to achieve change at scale.
- Agile – We make change happen in a fast-moving world.
- Growing People – We continually learn and develop.

- Accountable – We are role models. We take responsibility for our actions and encourage others to do the same.
- Courageous – We push boundaries, take risks and set ambitious targets.

4. Reporting harassment/ bullying

Those in scope are expected to raise a complaint if they are treated in a manner that they believe constitutes harassment or bullying. This includes behaviour that has caused offence, humiliation, embarrassment or distress.

Apart from complaints about the behaviour of colleagues, employees may also complain if they believe that they have been bullied or harassed by a third party, for example a supplier or stakeholder. Employees who raise a genuine complaint under this policy will not be subjected to any unfavourable treatment or victimisation, as a result of making their complaint.

If it is established that an employee has made a deliberately false or malicious complaint against another person about harassment or bullying, disciplinary action will be taken against that employee.

Any employee who witnesses an incident that they believe to be the harassment or bullying of another member of staff or stakeholder by an employee should report the incident in confidence either to their line manager or to the relevant HR team member. The organisation will take all such reports seriously and will treat the information in strict confidence as far as it is possible to do so.

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