

## 1. Introduction

The Company recognises that employees may hold political opinions and to take part in political activity in their own time. Therefore, the Company's policy that employees may not take part in political activity whilst at work.

## 2. Aims of the Policy

To provide a working environment in which everyone is treated with respect and dignity and to ensure that employees feel comfortable and in control of their work environment.

## 3. Provision

### 3.1 Whilst at work and on Company premises, employees are prohibited from:

- 3.1.1 political campaigning;
- 3.1.2 handing out or displaying political material, e.g. leaflets, posters, banners or t-shirts;
- 3.1.3 using the Company's resources (e.g. computers, printers, faxes or photocopiers) to assist with political activity, e.g. to print, copy or transmit political leaflets/messages;
- 3.1.4 attempting to persuade others to join a particular political organisation or to engage in political activity;
- 3.1.5 wearing political clothing or slogans;
- 3.1.6 putting notices or statements of political views on the Company's noticeboards;
- 3.1.7 behaving in a way that could amount to harassment or bullying, for example by expressing political opinions, or exposing a colleague's political views.

### 3.2 Outside work, employees are prohibited from engaging in political activity in a way that could be detrimental to the Company, its relationships with its customers or its reputation.

The company does not prohibit employees' political activities outside work but such activities must not be carried out in a way that could be detrimental to the Company, its relationships with its customers or its reputation.

- 3.2.1 be carried out during working hours and away from Company premises;
- 3.2.2 not interfere with the Company's employees;
- 3.2.3 not say or write anything which could bring the Company's name into disrepute.

4. **Breaches of Policy**

All employees are required to adhere to the policy. Any breaches of the policy may lead to disciplinary action, including harassment and/or intimidation, may lead to dismissal.

Any breaches of the policy e.g. harassment and/or intimidation, may lead to dismissal.

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