

Workplace Violence and Harassment Prevention

NCC T&D is fully committed to maintaining a work environment free from violence and harassment. Our approach is built on comprehensive policies, clear reporting procedures, and ongoing training—measures that are reinforced by the Saudi Labor Law and related regulatory guidance. The law mandates that employers create a safe, respectful environment where every worker's dignity is upheld, and it strictly prohibits any acts of abuse or harassment.

Below is an integrated content on Workplace Violence and Harassment Prevention that not only outlines our responsibilities under the client and NCC T&D HSE management system but also incorporates key elements from the Saudi Labor Law as set out by the Ministry of Human Resources and Social Development.

Definitions and Legal Obligations

- **Workplace Violence:** Any act or threat of physical force that may cause injury or harm. This includes assaults, threats, or any behavior that puts the worker's physical safety at risk.
- **Workplace Harassment:** Any vexatious or unwelcome behavior, whether verbal, physical, or sexual, that undermines the dignity of a worker. The law clarifies that while legitimate managerial instructions are acceptable, any conduct intended to humiliate or harm a worker is not.

According to Saudi Labor Law, employers are required to treat workers with respect and provide a safe work environment. This means that any action or utterance that infringes on a worker's dignity, including acts of violence or harassment, is strictly forbidden. For domestic workers, the regulations also specify that employers must not physically or verbally assault or harass their employees and must ensure that the worker is not assigned any hazardous work that could jeopardize their health or human dignity. These principles form the legal foundation for our internal policies.

Key Responsibilities

NCC T&D Management Must:

- **Policy Development and Implementation:**
 - Develop and enforce clear, bilingual (Arabic/English) policies that define and prohibit all forms of workplace violence and harassment.
 - Ensure that these policies are readily accessible to all employees and regularly reviewed (at least annually).
- **Risk Assessments and Control Measures:**
 - Conduct regular risk assessments at all project sites to identify potential triggers of violence or harassment.
 - Implement control measures and safe work practices based on the findings.
 - The Saudi Labor Law requires that employers take all necessary precautions to protect the worker's health and safety; this includes preventing any form of abuse or harassment.
- **Training and Awareness:**
 - Provide comprehensive training that covers the identification of violent or harassing behaviors, conflict resolution, and de-escalation techniques.
 - Training must be consistent with the legal requirements and should empower employees to recognize and report any abusive behavior without fear of retaliation.
- **Reporting and Investigation:**
 - Establish multiple confidential reporting channels (such as hotlines and online portals) that allow employees to report incidents of violence or harassment promptly.
 - Ensure that all reported incidents are investigated thoroughly and that corrective action is taken where necessary.
 - In line with the Labor Law, failure by an employer to take action on such reports can lead to significant penalties.
- **Security and Support Measures:**
 - Implement physical security controls, such as access control systems at project sites and personal safety devices for high-risk roles.
 - Provide support services (such as counseling and Employee Assistance Programs) to help affected workers recover from any incidents of violence or harassment.

Workers Must:

- **Respect and Professional Conduct:**
Treat colleagues and all stakeholders with respect, contributing to a positive and inclusive work culture.
- **Report Incidents Promptly:**
Use the designated reporting channels to inform management of any incidents or concerns regarding workplace violence or harassment.
- **Participate in Training Programs:**
Attend all required training sessions and apply the learned safe work practices.
- **Cooperate in Investigations:**
Provide accurate and timely information if involved in any investigation related to workplace incidents.

Prevention Strategies

Risk Assessment:

- Regularly evaluate project sites for potential violence triggers and high-risk activities.
- Take prompt measures to mitigate any identified risks.

Clear Policy Communication:

- Develop and disseminate clear, accessible policies on workplace violence and harassment.
- Make sure that all policies are in both Arabic and English to ensure comprehension among all employees.

Training and Awareness Sessions:

- Conduct periodic training programs that cover topics such as conflict resolution, proper conduct, and legal rights under the Saudi Labor Law.
- These sessions should empower workers to recognize early warning signs and take appropriate actions.

Reporting Mechanisms:

- Establish multiple confidential channels for reporting any incidents.
- The law requires that workers have a “right to know” about any abusive practices, and our system ensures that they can report without fear of reprisal.

Investigation and Corrective Actions:

- Create a standardized process for investigating reported incidents, ensuring fairness and prompt resolution.
- Corrective actions may include disciplinary measures and, if necessary, reporting violations to the Ministry for enforcement.

Security Measures and Support Systems:

- Provide additional physical security measures and personal safety equipment for roles that are at higher risk.
- Support systems, including counseling services, are available to address any psychological impacts resulting from workplace violence or harassment.

Legal Integration and Enforcement

The Saudi Labor Law—as detailed in official documents published by the Ministry of Human Resources and Social Development—requires that:

- **Employers provide a safe and healthy work environment:** Any form of abuse or harassment is not tolerated and may lead to penalties, fines, or other disciplinary actions.
- **Workers’ rights are protected:** *Workers have the right to report abuse and to expect a prompt and impartial investigation, with no fear of retaliation.
- **Strict enforcement measures are in place:** Violations of these legal requirements can result in significant fines and other legal consequences for the employer.
- **Continuous Improvement**
- **Monitoring and Feedback:** Regularly review incident data and solicit feedback from employees to improve existing measures.

By integrating these legal requirements with our internal procedures, we ensure that NCC T&D not only meets but exceeds the expectations for workplace safety and respect in our operations. For further guidance or detailed procedures, employees should refer to the NCC T&D HSE management system documents or contact the HSE Department.

