



A GUIDE TO APPROPRIATE LANGUAGE IN THE WORKPLACE

AFE Group seeks to uphold high levels of respect and conduct at all times in the workplace.

We seek to maintain a great team spirit in AFE and to deal with all concerns in a considered and professional manner. We have specific policies and procedures that address matters of bullying, harassment and abusive behaviour.

Recently we have seen some concerns raised as to inappropriate and offensive language being used to one another at work. We now look to take steps to prevent similar issues arising and to outline a view of appropriate language in the workplace.

Bad language has in some quarters become commonplace and a casual part of day to day language. We do not condone swearing, or bad, offensive or insulting language. Instead look to promote a positive and friendly workplace culture. We wish to encourage a courteous image of our business to all those who work here, as well as upholding our reputation in front of those guests who visit us.

Sometimes there is a thin line between language being seen as offensive or insulting to someone and not by another. Overreactions can also arise to situations including comments made in emails or texts.

We ask that everyone gives a little more time and consideration to their tone and assure you that the company will act responsibly in dealing with concerns raised as to misguided and inappropriate language.

A handwritten signature in black ink, appearing to be "Tim Smith", with a stylized flourish at the end.

Tim Smith
Chief Executive Officer