

Responsibilities

Keepme Fit will:

- Conduct regular reviews of our policies, processes, and working methods to ensure they are free from unlawful discrimination and support a welcoming work and workout environment.
- Review the outcomes of cases where complaints of bullying and harassment have been made to check that the proper procedures have been followed and implement changes in response to our learning.
- Periodically monitor our success in ensuring that Keepme Fit remains a safe and inclusive environment, where everyone can be themselves, such as through the use of confidential surveys.

We will, however, only be able to ensure everyone has dignity at Keepme Fit with your help, which you can give by ensuring you:

- Treat everyone at Keepme Fit with dignity and respect, whether that's employees, members, standalone PTs, contractors, or visitors to the site.
- Act in accordance with our member rules, Keepme Fit policies, and any reasonable request from a Keepme Fit employee.
- Consider how your own behaviour may affect others and rectifying that if necessary. Everyone will have their personal reasons for coming to Keepme Fit and we want to ensure that everyone can get the most out of their workout or working day.
- Are clear with others when you find their behaviour unacceptable unless it should be obvious in advance that this would be the case.
- Be considerate and do not dismiss others if they raise concerns about your behaviour informally to you.
- Intervene if appropriate and it is safe to do so, to stop or prevent harassment or bullying and give support to recipients.

- Report harassment or bullying in line with the appropriate procedure and provide support to Keepme Fit in the investigation of any complaint.
- If a complaint of harassment or bullying is made, please don't pre-judge or victimise the complainant or alleged harasser.

Managers at Keepme Fit have a particular responsibility to:

- Set the right example by their own behaviour.
- Support the maintenance of a safe and supportive working and workout environment in line with Company values and the Equality, Diversity, and Inclusion Manifesto.
- Make sure that all members, employees, contractors, and visitors know what standards of behaviour are expected of them.
- • Take all concerns raised seriously and assume every claim of bullying, harassment or other inappropriate behaviour is legitimate and escalated appropriately. • Ensure employees, members, self-employed PTs, and other contractors know how they can raise any concerns they have and never conceal or discourage someone from raising a legitimate concern. • Ensure employees know what further support is available for them if they have been a victim or accused of, bullying or harassment and speak to the People Team if you need further advice.
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