The Global Biodiversity Standard

Dignity at Work Policy

October 2026

Status	Approved and in force
Version	1.2
Policy owner	CEO, with Board oversight
Approved by	TGBS Ltd Board of Directors
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Next review	October 2028: Every two years, and after a material incident or legal change

The Global Biodiversity Standard (TGBS Ltd)

Dignity at Work Policy

TGBS Ltd company policy

TGBS will build a respectful, inclusive working culture in which concerns are addressed early, power is exercised responsibly and no one is disadvantaged for speaking up.

1. Purpose

This policy sets the positive standard for everyday working relationships. The Anti-Harassment and Bullying Policy provides the formal procedure for bullying, harassment, sexual harassment and victimisation. The Equality, Diversity and Inclusion Policy addresses discrimination and equitable participation.

2. Scope

This policy applies to TGBS Ltd directors, officers, employees, workers, consultants, contractors, volunteers and interns. It also applies, to the extent stated in contract or appointment terms, to TGBS hubs, certified assessors, technical reviewers, committee members, delivery partners and any other person acting for or representing TGBS.

3. Policy principles

- Communicate courteously, listen actively and challenge ideas without attacking people.
- Give clear expectations and constructive, timely feedback; recognise contributions and correct mistakes without humiliation.
- Respect working hours, caring responsibilities, accessibility needs, cultural differences and reasonable personal boundaries.
- Share information needed for people to do their work and avoid exclusion, favouritism, gossip or misuse of status.
- Make decisions transparently and provide reasons where appropriate, especially where resources, opportunities or workloads are affected.
- Address disagreements early and proportionately; seek support before conflict becomes harmful.

Respectful disagreement, reasonable instructions, proportionate performance management and evidence-based quality assurance are compatible with dignity at work when delivered fairly and professionally.

4. Roles and responsibilities

- The Board approves the policy, oversees material risks and ensures that allegations involving senior leadership are handled independently.
- The CEO implements the policy, assigns proportionate controls and reports material matters to the Board. A responsibility may be delegated, but accountability remains with the role that delegated it.

- Directors and managers model the required conduct, act on concerns promptly, protect reporters from retaliation and identify conflicts before taking part in a decision.
- All covered persons must understand the policy, complete required training, keep accurate records and raise concerns without delay.
- Each hub must nominate a responsible lead, cascade relevant requirements to assessors and subcontractors, maintain suitable local controls, comply with applicable local law, and report material concerns to TGBS. A hub remains responsible for its own legal duties and personnel.
- Assessors and reviewers must act impartially, declare conflicts, protect evidence and information, and never allow commercial or relationship pressures to affect their professional judgement.
- Managers and hub leads must create psychologically safe opportunities for feedback, act on exclusion or disrespect they observe and make reasonable adjustments.
- Board members must maintain clear boundaries between oversight and operational management and must not use their position to intimidate or bypass fair process.

5. Policy requirements

A person may, where safe, explain the impact of behaviour and the change requested, ask a manager or neutral colleague to support that conversation, or request facilitated discussion. Participation in mediation is voluntary. Informal resolution must not be used to minimise serious misconduct, safeguarding, discrimination, sexual harassment, retaliation or a substantial power imbalance.

Managers should agree practical steps, document only what is necessary and follow up. If the issue is not resolved, is repeated or is too serious for informal action, the appropriate formal policy must be used.

6. Reporting and escalation

A person may raise a concern orally or in writing and may be accompanied or supported where appropriate. Anonymous reports will be considered as far as the available information allows, but will not be treated as formal complaints. TGBS will assess whether the information can be independently verified, and no adverse finding will be based solely on an uncorroborated anonymous report. Reports should include the facts known, relevant dates, people involved and any evidence that can be preserved safely.

Situation	Route
Ordinary route	Report to the CEO and copy the Board Chair or another non-conflicted director.
Concern involves the CEO	Report to the Board Chair and at least one other non-conflicted director. The CEO must not receive, direct or decide the matter.
Concern involves the Board Chair	Report to the CEO and at least one other non-conflicted director. The Chair must not receive, direct or decide the matter.
Concern involves both the CEO and Chair, several directors, or internal independence is reasonably in doubt	Report to any non-conflicted director or to the Governance Contact, who must notify at least one other non-conflicted director and arrange an independent response. External professional advice or an external investigator must be used where necessary.

Situation	Route
Immediate danger or suspected crime/regulatory breach	Contact emergency services, law enforcement or the relevant regulator where appropriate. Internal reporting is not a precondition.

The Board will maintain a current Policy Contact Register containing direct contact details for the CEO, Chair, Governance Contact and at least two other directors. The Governance Contact means the Company Secretary, if appointed, or a non-conflicted director designated by the Board.

No person may investigate, influence, decide or hear a review of a matter in which they are implicated or have an actual, potential or perceived conflict of interest. A report received by an implicated person must be forwarded immediately to a non-conflicted route without screening or alteration.

Retaliation, victimisation, obstruction, concealment, destruction of evidence and knowingly false or malicious allegations are prohibited. A report made honestly will not attract action merely because it is unsubstantiated.

7. Response and resolution

Concerns will be assessed promptly by a competent, non-conflicted person. TGBS will take proportionate interim and final action, give affected people a fair opportunity to respond where appropriate, document the outcome and track agreed actions to completion.

8. Confidentiality and records

Information will be shared only with those who need it to protect people, assess the matter, comply with law, obtain advice or take action. Absolute confidentiality cannot be promised where disclosure is necessary for a fair process or legal duty.

Records will be retained securely and only for as long as required by law, contract, the TGBS retention schedule or a legitimate operational need.

Personal data will be handled under the TGBS Data Protection Policy. Records must be factual, access-controlled and kept separately from general personnel or project files where sensitivity requires it.

9. Breaches and corrective action

Behaviour inconsistent with dignity at work may result in feedback, facilitated resolution, training, management action or referral to the Anti-Harassment, EDI, Safeguarding, Code of Conduct, Whistleblowing or disciplinary/contractual process.

10. Monitoring and review

The CEO will review implementation and report material issues and trends to the Board. The policy will be reviewed on the date shown in the control table and sooner after a material incident, legal change or significant change to TGBS activities.

11. Related documents and legal framework

- TGBS Anti-Harassment and Bullying Policy; Equality, Diversity and Inclusion Policy; Code of Conduct; Whistleblowing Policy; Safeguarding Policy.
- Equality Act 2010; Employment Rights Act 1996; Health and Safety at Work etc. Act 1974; ACAS Code and guidance.