

# HARASSMENT AT WORK POLICY

We believe that the dignity of every person must be valued & respected and that any bullying or harassment of any kind will not be tolerated in the workplace. We recognise that bullying can take many forms and may be characterised as; offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment as defined in the Equality Act 2010 is defined as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

We understand that it is our responsibility to promote a safe, healthy and fair environment in which people can work and that as an employer we have a 'duty of care' for all of our employees. Therefore bullying and harassment will not be tolerated and may be treated as disciplinary offences.

Bullying and harassment may not necessarily occur face to face but through written communications, visual images, email, phone and automatic supervision methods. Unacceptable behaviour includes, but is not limited to:

- Spreading malicious rumours, or insulting someone by word or behaviour
- Copying memos that are critical about someone to others who do not need to know
- Ridiculing or demeaning someone – picking on them or setting them up to fail
- Exclusion or victimisation
- Unfair treatment
- Overbearing supervision or other misuse of power or position
- Unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker by overloading and constant criticism
- Preventing individuals progressing by intentionally blocking promotion or training opportunities

We will ensure that we promote a transparent and fair culture through-out the organisation in which all employees feel valued and respected. We understand that it is our duty to protect an employee's health and safety at work under the Health & Safety at Work Act 1974 and that as an employer we are responsible for the health, safety and welfare at work of all employees.

We aim to prevent bullying and harassment in the workplace by:

- Ensuring that all employees, visitors, clients and contractors are briefed in regards to this policy
- Ensuring that there is commitment from Senior Management in preventing bullying and harassment in the workplace
- Ensuring that all complaints of bullying or harassment are fully investigated in line with the company's Disciplinary & Grievance Procedure
- Outlining to Senior Management their responsibilities in regards to preventing bullying and harassment
- Ensuring that all complaints are treated in the strictest confidence
- Providing training for Senior Management
- Providing support for employees

All complaints of bullying or harassment will be pursued by the process outlined within the company Disciplinary and Grievance Procedure and provision will be made to ensure confidentiality at all times.

This policy will be communicated to all staff, made available to our clients, suppliers and associates on request and regularly reviewed for effectiveness.



**Gary Beeston**  
**Managing Director**