

Bullying and Harassment Policy

1. Purpose

We are committed to providing a workplace where everyone is treated with dignity and respect. Bullying, harassment, and victimisation of any kind will not be tolerated.

Any behaviour that undermines this aim is unacceptable and may result in disciplinary action, up to and including dismissal.

2. Who This Policy Applies To

This policy applies to all employees, contractors, agency workers, and anyone connected to our work, including interactions:

- At work
- At work-related events or social activities
- Online or on social media where it affects the workplace
- With clients, customers, or other third parties

3. Responsibilities

Managers

- Promote a respectful working environment
- Act promptly on complaints or concerns
- Take appropriate action where bullying or harassment is identified

Employees

- Treat colleagues with respect
- Not engage in bullying or harassment
- Report concerns promptly

4. What Is Harassment

Harassment is unwanted behaviour that:

- Violates a person's dignity, or
- Creates an intimidating, hostile, degrading, humiliating, or offensive environment

It does **not** matter whether the behaviour was intended to cause offence — what matters is how it is experienced.

Harassment can be related to characteristics such as:

- Sex or gender
- Sexual orientation
- Race, nationality, or ethnic origin
- Disability
- Age
- Religion or belief
- Pregnancy or maternity
- Marriage or civil partnership
- Gender reassignment
- Any other personal characteristic

A single serious incident or repeated behaviour may both be considered harassment.

Examples of Harassment

- Offensive jokes, comments, or language
- Unwanted sexual comments or advances
- Inappropriate emails, texts, images, or social media posts
- Unwanted physical contact
- Excluding someone because of who they are

5. Sexual Harassment

Sexual harassment is unwanted behaviour of a sexual nature, including:

- Sexual jokes or comments
- Unwanted touching, hugging, or kissing
- Sexual messages or images
- Intrusive questions about someone's private life

Sexual harassment is unlawful and will not be tolerated.

6. What Is Bullying

Bullying is repeated behaviour that is intimidating, insulting, or abusive, or an abuse of power that makes someone feel humiliated or undermined.

Examples of Bullying

- Shouting, swearing, or aggressive behaviour
- Spreading rumours or gossip
- Ignoring or excluding someone
- Setting unreasonable workloads or deadlines
- Undermining someone's work or confidence

7. Cyberbullying

Bullying or harassment using email, messaging apps, social media, or other technology is not acceptable and will be treated as a disciplinary matter.

8. Reporting Bullying or Harassment

If you believe you are being bullied or harassed, you should:

- Report it to your manager as soon as possible, or
- If this is not appropriate, report it to another manager or HR

Reports will be handled sensitively and confidentially where possible.

9. How Complaints Are Handled

- Complaints will be taken seriously and investigated promptly
- Both parties will be treated fairly
- No employee will be victimised for raising a complaint in good faith
- If bullying or harassment is proven, disciplinary action will be taken

10. Third-Party Harassment

We do not tolerate bullying or harassment of our staff by clients, customers, or other third parties. Any such behaviour should be reported immediately and will be dealt with appropriately.

11. Malicious Complaints

Complaints made in bad faith or with malicious intent may result in disciplinary action.

12. Review

This policy will be reviewed regularly to ensure it remains effective.