

BULLYING AND HARASSMENT POLICY

Statement

We are committed to creating a workplace where everyone feels safe and comfortable.

We operate a zero-tolerance on bullying and harassment and any instances of alleged behavior which could cause offense to others will be fully investigated under our disciplinary procedure.

We are committed to ensuring you are treated fairly and in line with our equality and diversity policy.

Scope

This policy applies to all employees, workers and contractors.

Definitions

Harassment as defined in the Equality Act 2010 is:

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.

Bullying may be characterised as:

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, unfairly criticize or injure the recipient.

Examples of such behavior may include:

- The use of inappropriate language
- Threatening behavior to a group or individual
- Comments or correspondence which can be seen as breaking personal boundaries
- Persistent, unwanted personal contact in or outside of work
- The use of personal information to intimidate or influence someone's actions
- Deliberate exclusion or victimisation of a group or individual
- Encouragement and/or spreading of malicious rumours (slander)
- Unfair treatment

[the above list is not exhaustive]

If you believe you have experienced any of the above in the workplace, you are encouraged to log your complaint under the company grievance procedure.

Last updated: October 2023
Date of next review: October 2024