

Anti-Harassment and Bullying Policy

1. About this Policy

- 1.1. [ORGANIZATION] is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated and treat others with dignity and respect.
- 1.2. This policy covers harassment or bullying at work and out of the workplace, such as on business trips, work-related events, or social functions. In addition, it covers bullying and harassment by staff (including consultants, contractors, and agency workers) and third parties such as customers, suppliers, or visitors to our premises.
- 1.3. This policy does not form part of any employee's employment contract, and we may amend it at any time.

2. What Is Harassment?

- 2.1. Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 2.2. It also includes treating someone less favorably because they have previously submitted or refused to submit to such behavior.
- 2.3. Unlawful harassment may involve conduct of a sexual nature (sexual harassment), age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion, or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 2.4. Harassment may include, for example:
 - 2.4.1. unwanted physical conduct or "horseplay," including touching, pinching, pushing, and grabbing;
 - 2.4.2. unwelcome sexual advances or suggestive behavior (which the harasser may perceive as harmless);
 - 2.4.3. offensive emails, text messages, or social media content;
 - 2.4.4. mocking, mimicking, or belittling a person's disability.
- 2.5. A person may be harassed even if they were not the intended "target."

3. What Is Bullying?

- 3.1. Bullying is offensive, intimidating, malicious, or insulting behavior involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined, or threatened. Power does not always mean being in a position of authority but can include personal strength and the power to coerce through fear or intimidation.
- 3.2. Bullying can take the form of physical, verbal, and non-verbal conduct. Bullying may include, by way of example:
 - 3.2.1. physical or psychological threats;
 - 3.2.2. overbearing and intimidating levels of supervision;
 - 3.2.3. inappropriate derogatory remarks about someone's performance;
- 3.3. Legitimate, reasonable, and constructive criticism of a worker's performance or behavior, or reasonable instructions given to workers during their employment, will not amount to bullying on their own.

4. If You Are Being Harassed or Bullied

- 4.1. If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly that their behavior is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally.
- 4.2. If informal steps are inappropriate or have not been successful, you should raise the matter formally under our Grievance Procedure.
- 4.3. We will investigate complaints in a timely and confidential manner. Where possible, the investigation is to be conducted by someone with appropriate experience and no prior involvement in the complaint. Details of the investigation, the names of the person making the complaint, and the person accused must only be disclosed on a "need to know" basis. We will consider whether steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.
- 4.4. Once the investigation is complete, we will inform you of our decision. If we consider you have been harassed or bullied by an employee, the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party, such as a customer or other visitor, we will consider appropriate action to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

5. Protection and Support for Those Involved

- 5.1. Staff who make complaints or participate in good faith in any investigation must not suffer any form of retaliation or victimization. Anyone found to have retaliated against or victimized someone in this way will be subject to disciplinary action under our Disciplinary Procedure set out below.

6. Record-keeping

- 6.1. Compliant information by or about an employee may be recorded in the employee's personnel file, along with a record of the outcome and any notes or other documents compiled during the process.