



1.1 The Company wish environment which w environment cannot harassment, intimida

Harass

- 1.2 We recognise that ha Act 2010. Harassm gender reassignme maternity, race, relig and will not be tolera
- The Company will b rules and policies behaviour at work an
- 1.4 The Company recog and that this can se their job performanc working environmer complaints or concer
- 1.5 The Company will t and will investigate have a duty to imp comply with it.
- 1.6 We will also endeav monitor its effectiven

## 2. Harassment and Bullying

2.1 There is no legal de may be defined as u

2.1.1 offensive, inti

2.1.2 an abuse or physical or emotiona

2.2 Under the Equality A

2.2.1 sexual haras
2.2.2 harassment
disability, gender re
orientation;
2.2.3 less favoural
sexual harassment o

2.3 In order to be consid





Policy

ulating and supportive working their personal potential. Such an r of staff is subjected to bullying, ation or coercion.

on is unlawful under the Equality the grounds of age, disability, I partnership, pregnancy and xual orientation is unacceptable

ng all employees understand the tion of harassing and bullying cial events.

sment can exist in the workplace working lives by interfering with sful, intimidating and unpleasant feel empowered to raise any nee inappropriate behaviour.

rassment and bullying seriously nfidence. We recognise that we all employees are expected to

at regular intervals in order to

roadly speaking, bullying at work

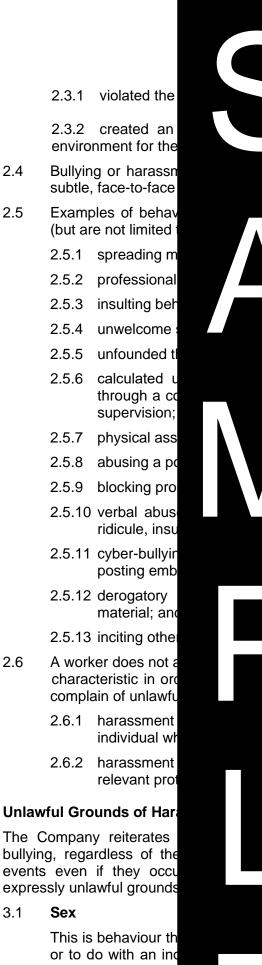
ressive or insulting; or ndermines, humiliates or causes

ypes of harassment:

aviour of a sexual nature; ected characteristics, i.e. age, ion or belief, sex and sexual

t of harassment related to sex,

unwanted behaviour must have:



grading, humiliating or offensive r an isolated incident, obvious or

te harassment or bullying include

ical contact:

urity;

oyee's competence, for example or unfair workload or overbearing

lopment opportunities;

ame-calling, inappropriate banter, arrassing jokes;

emails, texts or visual images, or al media;

lay of derogatory or offensive

bove.

the relevant protected of harassment. An employee can e experienced:

ated to, or associate with, an brotected characteristic; or

histaken belief that they possess a

any instance of harassment or will equally apply to work-related al workplace. The following are experience harassment:

ome that could be seen as sexual kist jokes. This might also include ecessary touching or suggestions

events even if they occu expressly unlawful grounds

3.1

2.6

3.

2.4

2.5

sexually suggestive that sexual favours

# 3.2 Gender Reassignn

Harassment or bul gender reassignme already undergone

## 3.3 Race

Harassment or bully This might include national origin or rid

#### 3.4 **Disability**

Bullying or harassr include making a individual's disability

## 3.5 Sexual Orientation

Bullying or harass applying equally to sexes" orientation. permission or askin

#### 3.6 Religion or Belief

Harassment or bull might include derog jewellery worn by a

#### 3.7 Age

Harassment on the regardless of age demean their abilitie

#### 4. **Reporting Harassment**

- 4.1 Employees have th believe constitutes I
- 4.2 Employees who m subjected to any ur the complaint.

## 5. **Third party harassment**

- 5.1 The Company also of one of its emplo visitor. All employe involving a third par
- 5.2 If an allegation of hat taken by the Compa
  - 5.2.1 warning the behaviour;
  - 5.2.2 banning the
  - 5.2.3 reporting the













hat a person intends to undergo ing gender reassignment or has

ice, colour, ethnicity or nationality. ut an individual's race, ethnic or on racial stereotypes.

a person's disability. This might fensive remarks based on an

of a person's sexual orientation, pposite sex" orientation and "both uting' an individual without their ut their private life.

a person's religion or beliefs. This out a particular item of clothing or of their religion.

ige, applying equally to all people at make fun of older people or

ey are treated in a way that they

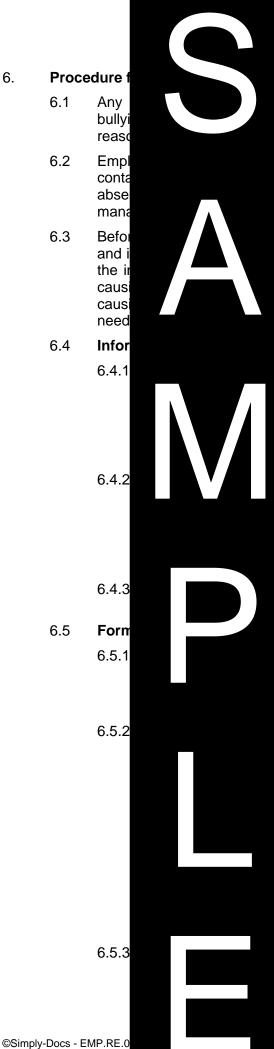
int under this policy will not be victimisation as a result of making

ce policy in relation to harassment uch as a client OR [customer] or port any instances of harassment g procedure, set out below.

y proves to be well-founded, steps

inappropriate nature of their

any's premises; and e police.



t they have been subjected to harassment or er of staff, should raise the matter as soon as

plaint informally and/or formally. They should . the HR Manager>> or another manager in the where their complaint is against that specific

aint, the employee is encouraged to talk directly whom they believe is harassing him or her, using . It may be that the person whose behaviour is unaware that their behaviour is unwelcome or rect approach can resolve the matter without the ure.

able to do so, they should speak up at the time ed or bullied. It is important to be direct and for explicitly that they feel they are being harassed ir is unacceptable to them. The employee can r with another colleague or their line manager [or them to speak to the harasser on their behalf.

nployee feels unable to speak to the harasser rite a letter to them which clearly identifies the and requests that it stops immediately. The and date any such letter and ensure that a copy future formal complaint. It is also advisable that 'incident diary' of any offending behaviour.

procedure has not resolved an employee's evance can be raised by the employee.

els that they have been subjected to harassment time decide to deal with the issue through formal Company's grievance procedure), regardless of have been taken or not.

plaint of bullying or harassment, the employee

erson whose behaviour is believed to amount to nent:

is causing offence, with specific examples;

when incidents of harassment or bullying

employees who witnessed any incidents;

n the employee has taken to try and address the ht.

stigate any complaint thoroughly and fairly.

		6.5.4	
		6.5.5	
		6.5.6	
		6.5.7	
		6.5.8	
7.	Victim	nisatio	
	7.1	Victir resul	
	7.2	Simil such	
8.	Consequen		
	8.1	Hara Com discri dismi	
	8.2	Empl const	
9.	9. Responsibi		
	9.1	The profe	
	9.2	All er they	
	9.3	All m atten	
	9.4	Any dealt	
	9.5	[All ir	
	9.6	Any i	
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of harassment or bullying will be informed of the nplaint against them and given a full opportunity events.

n, the Company reserves the right to suspend or either the employee making the complaint of g, or the employee suspected of harassment or will be on full pay and is not a disciplinary the investigation is complete, the Company will suspected of bullying or harassment of the it is appropriate to start disciplinary proceedings.

investigation, a report of the findings will be ager who will hold the grievance meeting. The hade the complaint will be invited to attend a matter. The meeting will be held in accordance ievance policy.

ing, it is decided that the allegation is wellwill be subject to disciplinary action up to, and h accordance with the Company's disciplinary

committed to ensuring employees are not ing this procedure and no employee will be rought a complaint.

en an employee is treated unfavourably as a do with a protected characteristic.

supports or assists another employee to raise to victimisation if they are treated unfavourably.

offence and will be dealt with according to the cedure>>. Bullying, harassment, victimisation or gross misconduct, punishable by summary

mind that harassment or bullying may also unishable by a fine and/or imprisonment.

## Managers

employees to behave appropriately and

e for their own behaviour and should ensure that all times.

for implementing this Policy and bringing it to the

icy bought to the attention of a manager must be ally, fairly and consistently.

nd bullying will be reported to the HR team.]

ctimisation may lead to disciplinary action up to

