

# DIGNITY AT WORK POLICY & HARRASSMENT PROCEDURE

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We are committed to providing a working environment free of harassment and bullying, where everyone is treated with dignity and respect.

We will not tolerate bullying and harassment of any kind. We will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint. All allegations of bullying, harassment and victimisation will be investigated and, if appropriate, disciplinary action will be taken.

## WHAT IS BULLYING & HARASSMENT?

**Bullying** is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure the person at whom this action is directed.

**Harassment** is unwanted conduct related to relevant protected characteristics, which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that:

- Has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- Is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct

Harassment can include unwelcome physical, verbal or non verbal contact. Harassment can be persistent if it continues over a period of time after you have made it clear that you want it to stop. A single incident can constitute harassment if it is sufficiently serious.



## EXAMPLES OF HARASSMENT INCLUDE:

- Bullying, including cyberbullying via social media;
- Sexual, racial or discriminatory banter;
- The display of material which has sexual or racial overtones or is otherwise offensive or discriminatory;
- Unkind or insensitive jokes or pranks;
- Unwanted physical contact, ranging from touching or brushing against another person's body to assault or sexually coercing them;
- Unwanted sexual advances, propositions or pressure for sexual activity or favours;
- Continued suggestions for socialising both within and outside working hours after it has been made clear that such suggestions are unwelcome;
- Offensive or intimidating comments;
- Suggestions that sexual favours will further your career or that refusal of sexual favours will hinder your career;
- Deliberately excluding, shunning or ignoring a colleague;
- Ridiculing someone because of their sex, race, colour, nationality, ethnic origin, religious or similar beliefs, gender reassignment, marital status, trade union membership, sexual orientation, disability or age;
- Insulting or abusing someone about how they look or dress;
- Sarcastic personal remarks.

# HARASSMENT PROCEDURE

If you consider that you have been or are being harassed by another employee you should take the following action:

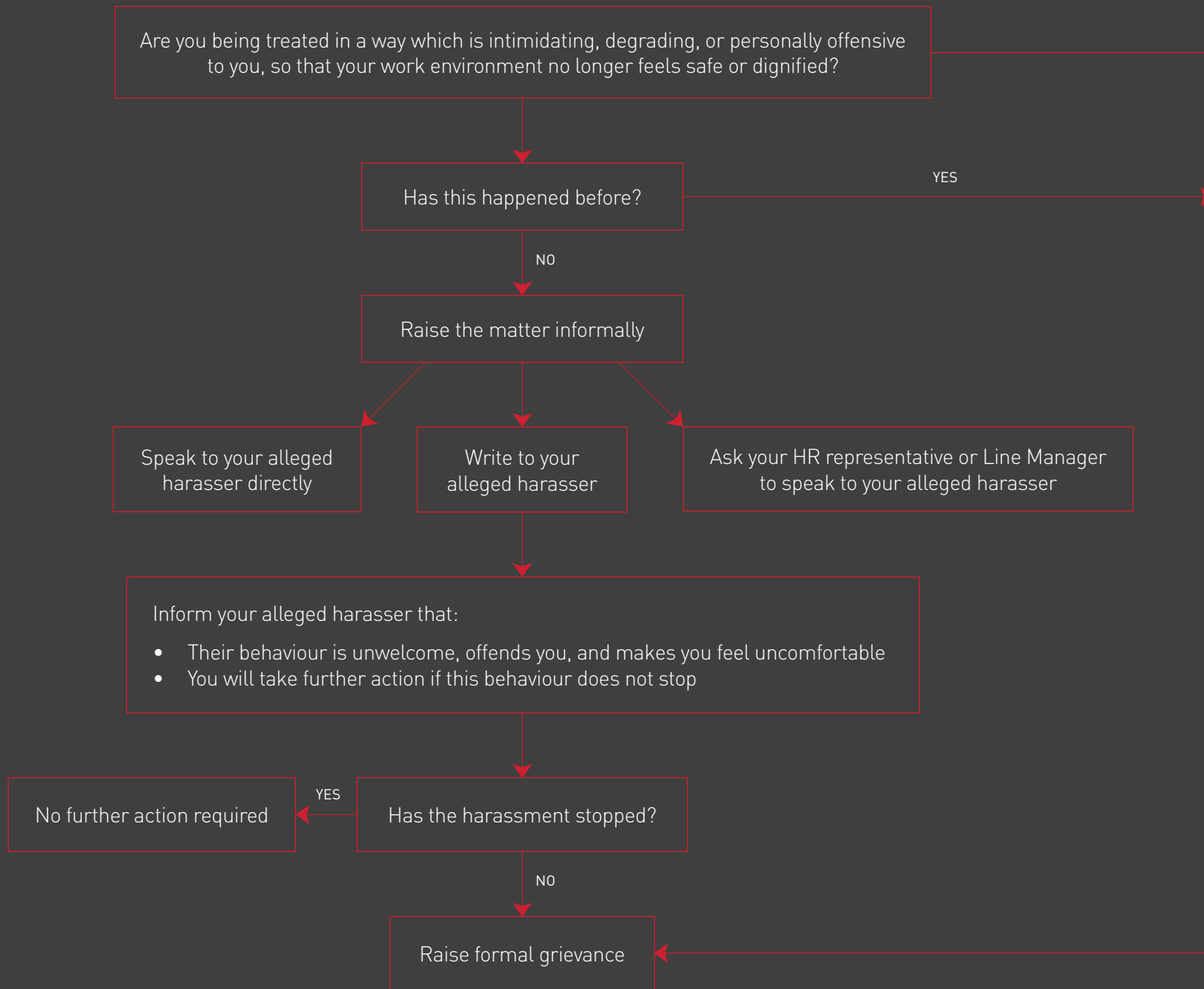
1. If possible, speak to the individual concerned and let them know that their behaviour has caused you offence and ask them to stop. If you do not feel able to speak to the person responsible for harassing you, you should request assistance from your Manager or a member of the HR team.
2. If the problem cannot be resolved, or the harassment persists, you should raise a formal grievance in accordance with the company's Grievance procedure. We will try to ensure, as far as is reasonably practicable, that:
  - Your grievance is thoroughly and quickly investigated;
  - Your grievance is investigated in an independent and objective manner by someone who is unconnected with the harassment;
  - Your grievance is handled sensitively and, where possible, confidentially;
  - Where possible, that you and your alleged harasser do not work together whilst we investigate your grievance;
  - You are kept informed of the general progress of the investigation into your grievance. We take reports of harassment extremely seriously.

## VICTIMISATION

Victimisation refers to unfair treatment directed towards someone who has made or is believed to have made or supported a complaint of discrimination. We will ensure that if you bring a complaint of discrimination or harassment, or give any evidence or information relating to an act of discrimination or harassment, you will not suffer any detriment as a result of doing so. However, to ensure that individuals are not falsely accused, any person who makes an allegation of discrimination or harassment which they know to be false, will be subject to disciplinary action.

If you are found to have discriminated, harassed or victimised another employee or a client, we will take disciplinary action against you as such behaviour will not be tolerated.





ALTERNATIVE OPTION