

## **Bullying and Harassment Policy**

### **Anti-bullying and harassment statement**

This policy reflects the company's commitment to maintaining a working environment in which everyone can use their abilities to the full, without fear of intimidation.

Everyone has the right to be treated with dignity, respect and sensitivity. No form of bullying or harassment will be condoned at work.

Appropriate disciplinary action, which may include dismissal, will be taken against any employee, or whatever seniority who contravenes this policy.

### **Manager and employee responsibilities**

Every employee has a responsibility to ensure that he/she does not incite, perpetrate or ignore any form of harassment or bullying in the workplace.

Managers have a duty to create and sustain a supportive working environment free from bullying and harassment.

### **Definitions**

Bullying may be defined as persistent, offensive, abusive, intimidating, malicious or insulting behaviour which makes the recipient feel upset, threatened, humiliated or vulnerable.

Bullying undermines a recipient's self-confidence and may cause them to suffer stress.

Harassment may be defined as unwanted conduct affecting the dignity of men and women in the workplace. It may be related to sex, sexual orientation, race, age, disability or religion, nationality or any personal characteristic. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

### **Resolution**

The company will handle any complaint of harassment or bullying in a timely and confidential manner.

Signed: 

Position: Managing Director

Date: 18<sup>th</sup> May 2022