



## **Anti-Harassment and Bullying**

### **Policy and Procedure**

#### **Introduction & Context**

Stanian Limited recognises that harassment and bullying can cause a threatening or intimidating work environment which can adversely affect an employee's/consultant's performance, health and well-being. This can subsequently have a negative impact on the performance of the company.

Stanian Limited is committed to a working environment that offers equal treatment and recognises that all employees and consultants have a right to be treated with dignity and respect in order to realise their potential and to achieve the company's objectives.

Stanian Limited does not tolerate any unfair treatment, harassment, bullying, discrimination or victimisation of staff or consultants and treats any such incident as a disciplinary offence including such incidents committed outside of working hours.

The managing director, company secretary, all employees and all third-party sub-contracted consultants have a duty to comply with this policy. Management have a particular responsibility to implement it by creating a working environment in which the dignity of employees and consultants is respected.

**Harassment is a criminal offence under the Criminal Justice and Public Order Act 1994 and the Protection from Harassment Act 1997.**

#### **Definitions**

Harassment is unwanted aggression or attention. It may be on the basis of a person's sex, race, colour, disability, age, politics, religion, sexuality or any other perceived difference.

Bullying creates an intimidating and unpleasant atmosphere which affects a person's health, safety and welfare. Bullying is the persistent abuse of power to criticise, intimidate, insult or undermine in a way that leaves the victim feeling hurt, humiliated or vulnerable.

## **Stanian Limited Business Policy: Anti-Harassment & Bullying**



Victimisation is where a person is treated less favourably for unjustifiable reasons because they have asserted their rights (or are believed to have done so) under this policy. This includes both those asserting their rights under this policy and any witnesses in any investigation or complaint.

### **Forms of harassment can include:**

- Unwanted verbal, written or physical approaches (such as touching, patting or hugging)
- Physical abuse; abusive telephone calls, texts, shouting or swearing, disorderly behaviour
- Patronising or humiliating remarks
- Malicious or insulting language
- Compromising invitations
- Deliberate mis-information
- Jokes, offensive or suggestive language/comments, gossip, slander, sectarian songs and letters
- Asking intimate questions
- Name calling
- Posters, graffiti, obscene gestures
- Computer images
- Isolation or non-cooperation and exclusion from social events
- Ostracise or ignoring
- Coercion for sexual favours
- Pressure to participate
- Intrusion by pestering or stalking
- Failure to safeguard confidential information
- Threats
- Threatening violence

Harassment can also exist as a result of the general prevailing culture e.g. a culture in which it is acceptable to tell homophobic jokes or to refer to women in the company as 'girls'.

### **Forms of bullying can include:**

- Repeated shouting and swearing in public and in private
- Public humiliation
- Spreading malicious and unfounded gossip and rumours
- Threats and instilling fear
- Groundless withdrawal of job responsibility
- Continuously undervaluing effort

## **Stanian Limited Business Policy: Anti-Harassment & Bullying**



- Withholding information or supplying incorrect information
- Deliberately interfering with communications
- Blocking applications for leave, training or promotion
- Setting impossible targets or deadlines
- Excluding from meetings, information

## **Procedure for dealing with complaints under this policy**

### ***Action by management***

Any formal complaint must be notified by the individual or their representative in writing to the Training and Development Manager within one working day of the complaint being made. Within a further working day the Training and Development Manager will notify the complainant and Managing Director of the complaint and the name of the person who will be investigating the complaint.

Within 2 weeks of the complaint being notified a report must be sent to the Managing Director by the person investigating the complaint. This must detail the nature of the complaint, the parties involved and the action taken to resolve the complaint. In exceptional circumstances where this is not possible the report must state the reasons why the complaint has not been resolved and the timescale for resolution. In all cases reports must be copied to the Managing Director, the complainant and their representative.

### ***Action by the individual***

You do not have to tolerate harassment or bullying at work. Stanian Limited regards this sort of behaviour as unacceptable and a disciplinary offence. If you are on the receiving end or a witness to harassment or bullying at work you are strongly urged to:

- Tell the perpetrator to stop their behaviour; and
- Make a note of the incident(s) with as much detail as you can (what was said or done, location, time, date any witness information); and
- Tell your trade union or professional organisation who can offer advice, support and representation; and
- Tell your manager about what has happened. If you do not feel able to do so, you can ask your trade union or professional organisation to act on your behalf.

Both victims and witnesses of harassment or bullying will be supported in accordance with the company's policy on confidential reporting.

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If you do not feel that the information you have reported is being acted upon promptly or efficiently you may contact the Managing Director directly.

### **Useful contacts**

**Advisory Conciliation and Arbitration Service (ACAS)**

[www.acas.org.uk](http://www.acas.org.uk)

**Commission for Racial Equality**

Tel: 020 7639 0000

[www.cre.gov.uk](http://www.cre.gov.uk)

**Department of Trade and Industry**

[www.dti.gov.uk](http://www.dti.gov.uk)

**Disability Rights Commission**

Tel: 08457 622 633

[www.drc.org.uk](http://www.drc.org.uk)

**Equal Opportunities Commission**

Tel: 08456 015 901

[www.eoc.org.uk](http://www.eoc.org.uk)

**Carrs Lane Counselling Centre (West Midlands) – Confidential Counselling Service**

Tel: 0121 643 6363

[www.carrslane.co.uk](http://www.carrslane.co.uk)