



## **ANTI-HARASSMENT POLICY**

We are committed to maintaining a working environment which is free of harassment.

We expect all employees to respect the feelings of their colleagues. It is important to appreciate that behaviour which may be acceptable to one person may be upsetting and/or intimidating to another.

Harassment may take many forms and may include any conduct which is embarrassing, threatening or offensive to the recipient. Examples include:

- Coarse or insensitive jokes or comments;
- Display or circulation of offensive material;
- Deliberate exclusion from conversation and activities;
- Lewd, suggestive or over-familiar behaviour;
- Abusive, insulting or threatening behaviour;
- Demands or threats to obtain favours;
- Threatened or actual violence.

The list provided is not an exhaustive list.

We recognise the dangers of bullying and harassment and request all employees to assist in reporting all instances at an early stage.

### **REDRESS**

An employee who believes they have been subjected to harassment or bullying may wish to attempt to resolve the matter informally in the first instance. If the matter cannot be resolved informally, we would urge any such individual to pursue the matter by means of our grievance procedure.

If it is established that our anti-harassment policy has been breached, the harasser will face disciplinary action. Serious cases of harassment may be treated as gross misconduct and may result in summary dismissal.

**Review date: 5<sup>th</sup> February 2025**

**Next Review due: February 2026**

**Reviewed by: Richard Oliver**