Southern Testing
Environmental & Geotechnical

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# ANTI-BULLYING & HARASSMENT POLICY

## 1 Introduction

We are an equal opportunities employer and promote a good and harmonious working environment that is free from harassment and bullying.

Harassment is unwanted conduct related to the equality grounds set out in our Equality and Diversity Policy that damages or aims to damage a person's dignity or to create an intimidating, hostile, degrading, humiliating or offensive environment. Bullying is offensive, hostile or oppressive behaviour but need not be related to the equality grounds and is often done for reasons such as jealousy, personal dislike, revenge or insecurity.

The effects of harassment or bullying at work can damage the health, confidence, morale and performance of those affected by it and increase staff turnover. The costs are therefore high to both the individual and the company.

Regardless of the legal implications, both harassment and bullying are contrary to the standards of behaviour we expect from our employees, are unacceptable in our workplace and are not permitted or condoned. We take a proactive approach and encourage all employees to behave in an appropriate manner at all times.

Any form of bullying or harassment are regarded as gross misconduct by the company and may lead to dismissal.

## 2 Employees' Rights

Our employees have a right to work in a good and harmonious environment that is free from harassment and bullying and to complain about such behaviour should it occur.

Although employees are initially encouraged to resolve any situation informally, we have an established internal grievance procedure and all complaints will be dealt with seriously, promptly and confidentially. Employees who make complaints and others who give evidence or information in connection with such complaints will not be victimised, discriminated against, harassed or bullied in retaliation for their actions.

The procedure for dealing with complaints regarding harassment or bullying are detailed in the Employee Handbook.

## 3 Employees' Responsibilities

All employees must comply with this policy. They must treat each other with dignity and respect and not commit any acts of harassment or bullying against any person. This includes co-workers, job applicants, customers, suppliers and any one working for the company. Any employee who is aware of any incidence of harassment or bullying should alert their manager or a director to enable it to be dealt with.

## 4 Employer's Responsibilities

The company will continually make good faith efforts to implement this policy. All managers have a responsibility for enforcing this policy on a day-to-day basis, setting a good example and intervening where necessary to protect and reassure employees.

To implement this policy we will;

- provide all employees with a copy of this policy and explain it to them,
- ensure all complaints of harassment and bullying are dealt with promptly, seriously and confidentially in accordance with our internal grievance procedure.
- set a good example by treating employees with fairness, dignity and respect.
- be alert to unacceptable behaviour and take appropriate action to stop it.
- monitor all incidents of harassment and bullying and periodically review the effectiveness of this policy.

Signed

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