



BRADLEY DEMOLITION

Bullying and Harassment Policy

It is the Company's policy to support the right of all people to be treated with dignity and respect at work, and the Company notes that workplace bullying and harassment has a detrimental and negative affect on individuals and therefore operational efficiency. Accordingly, the Company is committed to making every effort to provide a working environment free from bullying and harassment. In particular, this includes abusive or offensive behaviour or actions with regard to gender, race, sexuality, disability, religion or age.

All matters relating to any part of this policy are to be treated in the strictest confidence, given the sensitivity of such matters. This applies whether at an informal level, or in obtaining relevant information at investigatory or disciplinary stages. Any breach of confidentiality may involve disciplinary action against those responsible.

DEFINITION: What is "bullying" and "harassment"?

This policy recognises the wide range of possible situations which might be encountered in the workplace, from 'innocent' or inadvertent behaviour, which nevertheless offends, through to more serious cases of deliberate and persistent bullying or harassment.

Bullying or harassment is when an individual is subject to actions or comments which the recipient views as demeaning or unacceptable. It is generally agreed these can be a persistent pattern of behaviour or a single incident if it is sufficiently serious. Acts of bullying or harassment may be regarded as being imposed by one person or a group of people.

The actions may not always be face to face, but can be via the telephone, written correspondence, e-mail, or any medium which results in an adverse effect on the individual's job performance, personal safety or wellbeing. Bullying or harassment is offensive, abusive, intimidating, malicious or insulting behaviour, or perhaps unfair use of sanctions. It can make the recipient feel upset, threatened, humiliated or vulnerable, undermines self-confidence and affects their dignity. The behaviour is unsolicited, fails to respect the rights and dignity of others, and in doing so it also fails to recognise the impact that the behaviour or actions may have. Conduct which may amount to bullying or harassment is often not intended to cause offence but occurs because of a lack of awareness of other people's feelings.

Examples of Bullying & Harassment

This list is included to indicate some examples of bullying or harassment covered by this Policy (it is not an exhaustive list)

- Physical: unwanted physical contact or intimidation, including unnecessary touching, patting or brushing against another employee, assault, coercing sexual behaviour, physical threats, insulting or abusive behaviour or gestures.
- Verbal: remarks about appearance, derogatory or lewd comments, innuendoes, persistent name calling, statements which are suggestive, unwelcome, abusive and offensive.
- Behaviour: that denigrates or ridicules; intimidatory or physical abuse; making threats; attempts to stir up hatred against an individual or group.
- Other: display or circulation of material (posters, magazines, calendars) which are sexually or racially offensive or degrading.

The following list gives more specific examples of behaviour which may amount to bullying or harassment, it is not exhaustive:

- Humiliating or ridiculing others about their work
 - Ordering others to work below their level of competence for no reason
 - Removing areas of responsibility without consultation
 - Spreading rumours or gossip
 - Ignoring or sending others to 'Coventry'
 - Shouting
 - Pointing your finger, invading personal space, shoving, blocking or barring the way
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- Suggesting that others should leave the organisation
 - Being hostile to others
 - Constantly criticising others' work and efforts
 - Ignoring the views of others
 - Playing practical jokes on people you don't like
 - Setting unreasonable tasks or deadlines
 - Making false allegations against others
 - Engaging in excessive monitoring of the work of others
 - Unreasonably obstructing an individual's progress at work by blocking promotion or training opportunities without a genuine business reason
 - Causing embarrassment by disciplining staff in public
 - Deliberate misrepresentation of the views of senior management and misuse of position

What is not “bullying” or “harassment”?

There is a need for employee performance to be managed in order to bring about the aims of the Company, and this policy does not seek to diminish a manager’s ability to do this. Legitimate and constructive fair criticism of an employee’s performance or behaviour at work is not bullying or harassment. It is also recognised that an occasional raised voice or argument does not constitute bullying. However, it is unacceptable to condone bullying behaviour under the guise of a particular management style. Effective management obtains results whilst ensuring that employees are treated with dignity and respect.

If an employee feels bullied or harassed:

In the first instance, and wherever possible, the Company encourages employees who feel they are recipients of harassment/ bullying to resolve the matter informally and directly with the person concerned. It is acknowledged that the harasser/ bully may be an employee’s direct line manager. If this is the case (and a direct approach is not possible) the employee should approach the next manager. In these circumstances, all references in this procedure to “the manager” should be regarded as that next person in the supervisory chain.

Actions for employees

The first step should be that the employee should consider talking to the person causing offence and explain how it is making them feel. They should make it clear that they consider that the person’s behaviour is unacceptable and then ASK THE HARASSER TO STOP. Ask someone else to be present if preferred. It is important to write down what was said and/or what has happened as soon as possible. If, for example, there is a subsequent repetition, the record will be helpful if the employee decides to raise the matter formally. If the employee feels unable to do this, they should ask someone they trust to raise it on their behalf. The offending behaviour may be unintentional and the person may be unaware of the effect of their behaviour on the other party.

The Company encourages staff to alert their manager to the problem (where it is appropriate and feasible) so that he/she can give advice and/or monitor the situation. The employee may choose to inform another nominated officer.

The employee may feel that it would be helpful to talk it over with someone. They may therefore wish to discuss the incident(s) with a work colleague, line manager, or a Contact Officer (see below) who can act either as a “listening ear” or give advice on measures which can be taken to resolve the situation.

**** Actions for line managers ****

In all cases the manager should approach and check if the employee is aware or has experienced any of the actions defined as bullying or harassment. They should ensure the individual is directed to a copy of this policy and check if they are aware of how to make a formal complaint. If an employee does not wish to make a formal complaint, the matter must be kept confidential but it is advisable that the manager monitors the situation.

If the manager feels that some action needs to be taken, they must intervene at this informal stage to attempt to resolve the situation, yet where possible, still maintain the employee’s wish to remain anonymous. Where a manager believes that an incident requires a further investigation they may initiate a formal investigation. Following investigation, the Manager will decide in his/her view whether the complaint is justified and what course of action is appropriate.

If the decision of the Manager is that the complaint is justified, a formal disciplinary hearing may be convened in accordance with the Disciplinary Code.

Some interim action may be necessary to allow normal working to resume. Such action should not disadvantage the complainant. It may be necessary to relocate the alleged harasser for the duration of the investigation or reorganise the work so that close or regular contact between the two is avoided; in serious cases suspension of the alleged harasser (on full pay) could be possible.

If required, the manager may continue to support the employee in making the complaint including the disciplinary stage. However, the responsibility to pursue the complaint rests with the individual employee. The manager must decide whether harassment has occurred and if they consider there is a case to answer, the formal Disciplinary Procedure will be invoked. The complainant must be advised of this decision.

The persons responsible for this section of the policy are the Managing Group.



Signed:
Andrew Hill - Director
Date: 07/12/2022