IMPERIAL DUCTWORK SERVICES LTD

Anti Bullying & Harassment Policy Statement

Imperial Ductwork Services Ltd is committed to providing a working environment free from bullying and harassment. We aim to ensure that all staff are treated, and treat others, with dignity and respect.

This policy covers bullying or harassment which occurs as work and out of the workplace, including on work trips or at work-related events or social functions.

This policy applies to all staff at all levels including, employees, management, and sub-contractors.

What is Harassment?

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010, to harass a person because their age, disability, gender reassignment, marital status, race, colour, nationality, or ethnic background. Harassment is unacceptable even if it does not fall within any of these categories.

Examples include;

- Unwanted physical conduct including touching, pinching, pushing, and grabbing.
- Unwelcome sexual advances or suggestive behaviour
- Offensive emails, test messages or social media content
- Unwanted jokes, mocking or belittling a person.

What is Bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through the means that undermine, humiliate, denigrate, or injure the recipient. Bullying can include the use of personal strength of the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.

Bullying may be physical, verbal, or non-verbal. It can include conduct that is no face-to-face, including via test messages, emails and social media.

Examples include;

- Physical or psychological threats
- Overbearing and intimidating levels of supervision
- Inappropriate derogatory remarks about a person or their performance
- Blocking promotion of training opportunities

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Bullying and Harassment are not tolerated in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with in accordance with our disciplinary procedure. Serious causes of bullying or harassment may amount to gross misconduct resulting in dismissal.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against someone in this way will be the subject to disciplinary action.

If you believe you are being harassed or bullied, you should raise the problem informally with the person responsible. Although, if you do not feel this is appropriate, or this has been unsuccessful, you should raise the matter formally to your line manager or if you would prefer, to a company Director.

If we consider that there is sufficient evidence to suggest you have been harassed or bullied, we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

IDSL have fully trained wellbeing managers allowing all teams and levels of staff / management to raise any issues in confidence with our managers. Should you wish to make contact, arrangements can be made with your direct line manager.

Dean Barnes
Managing Director

D. Barnes

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