



Policy Statement on Harassment at Work

1. The Company believes that the dignity of every person must be respected. Harassment of colleagues or visitors is unacceptable and will be regarded as gross misconduct. The highest standards of conduct are required of everyone regardless of seniority.
2. The Company recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - Verbal abuse or insulting behaviour
 - Sexist, ageist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - The display or circulation of sexually suggestive or racially abusive material
 - Bullying, coercive or threatening behaviour
 - The ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability
 - Unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress.
5. Harassment, and particularly sexual, racial or disability harassment, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of summary dismissal.
6. Equally, an allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously then this will also be regarded as gross misconduct for disciplinary purposes.
7. All complaints of harassment should be made to your manager unless the complaint is regarding this person when you should complain to that person's superior

Adam Bruce
Managing Director

Date 26/5/2015

Issue No:	2
Issue Date:	May 2015
No of Pages:	Page 1 of 1
Document Ref:	AB - HW