NON HARASSMENT POLICY

The Company recognises that harassment in the workplace in any form is unacceptable and, in most cases, is also unlawful. This Company is committed to ensuring that we are able to provide a working environment, which is harmonious and acceptable to all our staff.

It is your duty to respect the feelings and well-being of all your colleagues. What may be acceptable to one person may be upsetting and/or intimidating to another person.

Harassment is unacceptable language or behaviour, which causes the recipient of any such actions to be embarrassed, offended, or threatened. All staff must be aware that harassment can take many forms and can range from relatively mild banter to actual physical violence.

The following outlines give examples of the type of behaviour, which we consider would constitute harassment, for which the perpetrator(s) will be liable for disciplinary action and in serious cases liable to summary dismissal. This list is not exhaustive but rather it is illustrative: -

- Coarse or insensitive jokes and pranks.
- Coarse or insensitive comments about appearance or character.
- Display of offensive material - written or pictorial.
- Deliberate exclusion from conversation or activities.
- Unwelcome familiarity or body contact.
- Abusive, insulting, or threatening language.
- Demands or threats to intimidate or obtain favours.
- Threatened or actual violence.

We understand the sensitive nature of complaints of harassment but would urge that if you feel that you are the victim of any such behaviour or conduct to implement the Grievance Procedure without delay in order that the situation can be satisfactorily resolved.

Individuals are assured that should you raise such a grievance; the matter will be dealt with promptly in a discreet and caring manner.