

# HARASSMENT AND BULLYING POLICY

## COMMITMENT

Our company is committed to ensuring that no staff member is subject to harassment & or bullying in the workplace.

## OBJECTIVES

- To eliminate instances of workplace related harassment (including sexual, gender based, marital status, race, age, disability ).
- To eliminate workplace related bullying (including verbal or physical abuse).
- To ensure that every person in the workplace has a clear understanding that workplace bullying or harassment has no place in our workplace and will not be tolerated
- To educate all persons in our workplace that where instances of workplace bullying or harassment occur, severe disciplinary (including dismissal) may be instigated.
- To ensure that all persons in our workplace work in harmony and without fear of harassment or bullying from management, other staff or customers.

## MONITORING

The effectiveness of our harassment and bullying policy will be based on:

- Ensuring rapid and appropriate intervention where workplace bullying or harassment is reported or detected.
- Ensuring that communication and implementation of the harassment and bullying policy is in place - including during the induction process.

- Supporting staff members who feel they have been victimised in the workplace and ensuring that the matter is handled in a discreet and professional manner

**REVIEW**

12 monthly or if major changes require earlier review.

Managing Director: \_\_\_\_\_