



Morson Group

Anti- Bullying and Harassment Policy

MG | HR | POL | 001

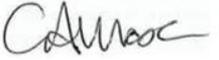
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Document Control

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Our Policy

We believe that everyone should be treated and treat others with dignity and respect at work. Bullying and harassment of any kind will not be tolerated within the Group by personnel working either on or off site nor by third parties such as customers, suppliers or visitors to our premises. Any such allegations will be treated seriously and dealt with promptly. Any proven incidents of bullying or harassment or discriminatory practices will be dealt with as a disciplinary offence which may amount to gross misconduct leading to summary dismissal.

Scope

The policy covers all individuals working for us at any of our premises irrespective of status, level or grade. It includes all employees, managers, directors, officers, consultants, contractors, trainees, homeworkers, casual and agency staff. This policy and procedure do not form part of your contract of employment. We may vary this policy and procedure at any time.

Definitions

'Bullying may be characterised in the form of offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power, through means that undermine, humiliate, denigrate or injure the recipient' (ACAS Guidance – Bullying and Harassment at Work October 2010).

Harassment is unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual in their workplace. It may relate to a protected characteristic which includes age, race, sex, disability, religion or belief, nationality, ethnic or national origin, sexual orientation, gender re-assignment, marital or civil partner status, pregnancy or maternity. Harassment is unacceptable even if it does not fall into these categories. Harassment may be persistent or an isolated incident.

Unacceptable Behaviour

The following are examples of unacceptable behaviour which may or may not relate to a protected characteristic and may be demonstrated via face to face contact, written communication or by phone.

- Spreading malicious rumours or insulting someone.
- Copying memos that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone through jokes, offensive language, gossip or slander either in private at meetings or in front of clients.
- Exclusion, isolation or victimisation
- Unfair treatment
- Overbearing supervision or issue of power
- Unwelcome sexual advances
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker by overloading and constant criticism
- Preventing individuals from progressing by intentionally blocking promotion or training opportunities.
- Physical contact ranging from touching to serious assault.
- Excessive monitoring
- Imposing excessive workloads

Respect

The organisation has signed up to the 'RESPECT' values:

- **R**ecognise that we are all different
- **E**liminate inappropriate language & behaviour
- **S**hare best practise and ideas
- **P**ut the Morson values into practice
- **E**arn respect from others
- **C**ommunicate with colleagues in person rather than email (when appropriate)
- **T**reat everyone with respect

Informal and Formal Steps

Before making a formal complaint, you should initially consider raising the matter informally with the line manager and the person responsible, if practicable.

If informal steps are unsuccessful or inappropriate you should raise a formal complaint. To do so you should put your complaint in writing to the HR Business Partners.

Your written complaint should include details of the allegations including the name of the individual, the nature of the conduct, the date and time, the names of witnesses and any attempts you have taken to prevent the conduct so far.

A thorough, independent, impartial and objective investigation will be carried out. This will involve interviews with the person against whom you have made the complaint and any other relevant witnesses. The investigation will be carried out as quickly as sensitively and with due respect for the rights of both you and the alleged harasser/bully. Consideration will be given to the separation of you and the alleged harasser/bully as necessary.

The individual against whom the complaint has been made will be given full details of the nature of the complaint and a full opportunity to respond. The investigation may require interviews with other people and consideration of documents.

Both you and the alleged harasser/bully will have the right to be accompanied by a work colleague or trade union representative.

Confidentiality will be maintained throughout the investigation. Your name and the name of the alleged harasser or bully will only be disclosed on a need to know basis to those individuals involved in the investigation.

When the investigation has been concluded, a recommendation will be made. This will include whether or not your allegation is considered to be well founded.

If the allegation is well founded, disciplinary action may be taken against the alleged harasser or bully. Bullying and/or harassment is sufficiently serious to potentially amount to gross misconduct for which summary dismissal is justified. Other sanctions may include the transfer to a different post. Regardless of whether or not a complaint is upheld, other considerations may include mediation or counselling or a change of reporting duties between the parties.

All employees have a duty to co-operate fully in this process.

If you are not satisfied with the outcome of the complaint, then you have the right to appeal the decision. Any appeal should be made in writing within ten working days of being notified of the outcome to the nominated individual. Full written grounds should be provided.

You will be invited to attend a meeting to discuss your appeal. You will be notified of the outcome of your appeal as soon as reasonably practicable after this meeting. The appeal stage represents the final stage of this procedure. You have the right to be accompanied by a trade union representative or a work colleague at this meeting.

New Accounts

Our board of directors has overall responsibility for the effective operation of this policy. Day to day operational responsibilities, including regular review of this policy has been delegated to the HR department.

Personnel are responsible for helping to create and maintain a working environment that respects the dignity of colleagues and clients and should discourage any inappropriate behaviour. Personnel should support colleagues if they are experiencing harassment or bullying and are considering making a complaint. A Manager should be alerted to enable us to deal with the matter.

Managers have the responsibility for ensuring that harassment or bullying does not occur in the work areas for which they are responsible. Managers are responsible for explaining the policy to their colleagues and to take steps to positively promote it. Managers should also be supportive to any member of personnel who makes a formal complaint, maintaining confidentiality at all times.

Please refer to:

- The Equality and Diversity Policy MG/HR/POL/006
- The Disciplinary Procedure MG/HR/PRO/004
- The Grievance Procedure MG/HR/PRO/005

The People Team are responsible for overseeing any formal actions.

Amendments

Issue	Date	Description
1	September 2007	Draft for review
2	July 2010	Format amendments
3	October 2013	Re-branding
4	February 2016	Re-branding
5	June 2016	Reviewed
7	August 2019	Added reference to the HR business partners. Section 7. Reference People Team
8	August 2020	Rebrand – JM