

## **HARASSMENT & BULLYING POLICY**

### **Policy statement**

AGS will not tolerate any form of harassment or bullying. AGS intends to provide a neutral working environment in which no one feels threatened or intimidated.

The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable, and that disciplinary action may be taken if any employees are found to be acting or behaving, either intentionally or unintentionally, in breach of this policy. Disciplinary action may also be taken if allegations of harassment or bullying are found to be made maliciously.

### **Scope of policy**

This policy applies to all employees of AGS, whether they are directors, managers, or operatives.

### **Definition of harassment and bullying**

Harassment is a discriminatory act and is also a criminal offence. It is very difficult to define as it can take many forms, but in the main it constitutes unwanted behaviour by one employee towards another, for example:

- Patronising or belittling comments, or threatening behaviour.
- Comments about personal appearance or circumstances, sexual orientation, race or religion.
- Unwelcome sexual invitations or pressure, such as leering or staring at a person's body.
- Promises or threats concerning employment or conditions, in exchange for sexual favours.
- Displaying offensive or sexually explicit material.
- Unwelcome touching, caressing, hugging or indecent assault.

This is not an exhaustive list; the test is that the behaviour is UNWELCOME, UNINVITED AND UNRECIPROCATED.

Bullying is also difficult to define. Obvious examples are:

- Threats of or actual physical violence
- Unpleasant or over repeated jokes about a person
- Unfair or impractical work loading

### **Responsibility of all employees**

All employees can help to:

- Prevent harassment by being sensitive to the reactions and needs of others and ensuring that their conduct does not cause offence.
- Discourage harassment by others through making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop any harassment.



Any employee who is found to be harassing another individual is liable in law for their actions and may face prosecution in the courts.

**Responsibility of AGS**

- To provide an environment where it is clear that harassment is not acceptable.
- To take action when AGS is aware that harassment may be or is taking place.
- To ensure managers are aware of their responsibility to prevent, and in the first instance resolve, problems in the immediate workplace.

This Policy will be reviewed annually or whenever legislative changes are made.

A handwritten signature in blue ink, appearing to read 'Andrew &amp; Co.', written over a dotted line.

Signed: .....  
Group Managing Director

4 August 2023