

Harassment Policy

PHX093

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Harassment Is

- unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them
- unwanted conduct which is of a sexual nature, and which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment (Sexual Harassment)
- less favourable treatment because of the rejection of or the submission to sexual harassment
- Harassment can arise in some cases even though the person complaining does not possess a Paragraph 2 characteristic as stated in the Equal Opportunities Policy but is perceived to have it or associates with other people who do.

Harassment May Include

- use of insults or slurs based on a Paragraph 2 characteristic or of a sexual nature or other verbal abuse or derogatory, offensive, or stereotyping jokes or remarks
- physical or verbal abuse, threatening or intimidating behaviour related to a Paragraph 2 characteristic or behaviour of a sexual nature
- unwelcome physical contact including touching, hugging, kissing, pinching, or patting, brushing past, invading personal space, pushing, grabbing or other assaults
- mocking, mimicking, or belittling a person's disability, appearance, accent, or other personal characteristics
- unwelcome requests for sexual acts or favours: verbal sexual advances, vulgar, sexual, suggestive, or explicit comments or behaviour
- repeated requests, either explicitly or implicitly, for dates
- repeated requests for social contact after it has been made clear that requests are unwelcome
- comments about body parts or sexual preferences
- displaying or distributing offensive or explicit pictures, items or materials relating to Paragraph 2 characteristics or of a sexual preference
- shunning or ostracising someone by deliberately excluding them from conversations or activities
- "outing" or threatening to "out" someone's sexual orientation
- explicit or implicit suggestions that employment status or work progression is related to reasons other than work abilities

It Is Also Important to Acknowledge the Following Points Relating To Harassment

- a single incident can amount to harassment
- behaviour that has continued for long periods of time without complaint can amount to harassment
- it is not necessary for an individual to intend to harass someone for their behaviour to amount to harassment

- it is not necessary for an individual to communicate that behaviour is unwelcome before it amounts to harassment
- the onus is on each individual to be certain that their behaviour and conduct is appropriate and is not unwanted and in the case of any doubt, to refrain from such conduct

If you experience or have any issues with behaviour that is referenced above, please contact HR or your Line Manager as appropriate.

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Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Trevor Hutchinson	1.0	01/12/2019	Original Document
Trevor Hutchinson	2.0	01/12/2020	Amendments following annual review
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Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	01/12/2019	Managing Director
Sam Mudd	2.0	01/12/2020	Managing Director
Sam Mudd	3.0	15/11/2021	Managing Director
Clare Metcalfe	3.0	01/11/2022	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

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