



Bullying & Harassment Policy

Rydon



Love thy neighbour

Background

Harassment and bullying involves behaviour which harms, intimidates, threatens, victimises, offends, degrades, humiliates or undermines dignity at work. Harassment tends to focus on gender; race; ethnic background; colour; religion or belief; sexual orientation or disability.

Harassment may be a single incident or a series of incidents. Bullying is repeated, inappropriate behaviour, direct or indirect and by one or more persons, which undermines an individual's right to dignity and respect.

Harassment and Bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

Policy

Rydon has a "zero tolerance" policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

Rydon will provide and sustain a safe working environment in which everyone is treated fairly and respected. Those working at or with Rydon must not experience harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.

Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this

policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention. Employees have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment. Managers should also be aware of their responsibility

Informal Resolution

Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease. Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. They are invited to seek the support and advice of the HR team in this process.

Formal Resolution

If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, a complaint should then be raised formally with line management or with Human Resources.

With any allegation, the need for a thorough and objective investigation is paramount. Consequently, if through the course of the investigation evidence demonstrates that the allegation has been made frivolously, maliciously, or for personal gain, then the individual making the complaint will be subject to disciplinary proceedings .

This policy is communicated to all new staff when they join the company and is referenced in a number of internal training programmes. It is also available for viewing on the company intranet.

Governance

Company policy is approved by the Group Board which is chaired by the Chief Executive. Each policy is reviewed at least annually to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

Oversight of the Bullying and Harassment Policy is the responsibility of the Director of Human Resources.

*Signature(s) removed for security reasons:
Signed copies available on request*

Signed: _____

Robert Bond
Group Chief Executive

Dated: March 2016