

Visual Interiors & Partitions Ltd

White Post Farm House, Laindon Common Road, Little Burstead, Billericay, Essex, CM12 9SY

Telephone: 01277 658517

www.vipartitions.com - enquiries@vipartitions.com

Anti-Harassment and Bullying policy

Visual Interiors & Partitions Ltd will not tolerate any form of harassment or bullying.

The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are to employees who may suffer from harassment or bullying and as a company this policy is to ensure that all our workers are treated with dignity and respect, are free from harassment or any other form of bullying at work.

Visual Interiors & Partitions Ltd intends to provide a neutral working environment in which no one feels threatened or intimidated. 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 takes the form of unwanted behaviour by one employee towards another, for example:

- Patronising or belittling comments
- Comments about appearance/body/clothes
- Leering or staring at a person's body
- Unwelcome sexual invitations or pressure
- Promises or threats, concerning employment or conditions, in exchange for sexual favours
- Displaying offensive or sexually explicit material
- Touching, caressing, hugging or indecent assault.

Please remember the test is that the behaviour is **UNWELCOME, UNINVITED AND UNRECIPROCATED.**

Bullying may be described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine or humiliate the recipient. Bullying may be physical, verbal or non-verbal conduct.

Some obvious examples include:

- Threats of or actual physical violence



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- Jokes about an employee that are either unpleasant, over-repeated or both.
- Impractical or unfair workloads.
- As with any situation that escalates to a disciplinary procedure, it's vital to follow a fair procedure – this means treating both parties fairly.

Signed:



Date:

November 2023

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