

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

Harassment and Discrimination 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.

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.

Bullying can be difficult to define. Some obvious examples include:

- Threats of psychological or actual physical violence
- Jokes about an employee that are either unpleasant, over-repeated or both
- Impractical or unfair workloads.
- Abuse of authority or power of those in positions of seniority
- Unjustifiably excluding colleagues from meetings / communications



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As with any situation that escalates to a disciplinary procedure, it's vital to follow a fair procedure – this means treating both parties fairly.

Visual Interiors & Partitions Ltd recognises that discrimination is not only unacceptable, it is also unlawful.


Visual Interiors & Partitions Ltd aim is to ensure that no job applicant or employee is discriminated against, directly or indirectly, on any unlawful grounds.

By including this policy in the Employee Handbook, all employees are made aware that the Company will act in accordance with all statutory requirements and taken into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy. Employees who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees.

Date of Issue: November 2023	Signed: 
Date of Next Review: November 2024	Print Name: Philip Barker

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