



## Equality Link Consultancy

### Harassment Policy

This is the policy statement of Equality Link Consultancy who was established in 2007 to provide disability equality and general diversity training, access audits, auxiliary aids and services to business. Equality Link Consultancy also undertake international work concerning the Human Rights of Disabled People by providing consultancy based services and training in disability equality. The Company conducts its business in a socially responsible and ethical manner.

It is the policy of Equality Link Consultancy to support the right of all people to be treated with dignity and respect at work. We know that workplace bullying and harassment has a detrimental and negative affect on individuals and therefore operational efficiency. Equality Link Consultancy consider bullying or harassment of any nature is always unacceptable particularly as it has the potential to result in increased staff turnover, high levels of stress and reduced job performance.

We are committed to making every effort to provide a working environment free from bullying and harassment. In particular, this includes abusive or offensive behaviour or actions with regard to gender, race, sexuality, disability, religion or age.

All matters relating to any part of this policy are to be treated in the strictest confidence, given the sensitivity of such matters. This applies whether at an informal level, or in obtaining relevant information at investigatory or disciplinary stages. Any breach of confidentiality may involve disciplinary action against those responsible.

This Policy provides a way to heighten awareness of the need for fair treatment, for individuals to raise their concerns about bullying or harassment and have these concerns dealt with fairly.

The two words "bullying" and "harassment" are often interchangeable, meaning one and the same thing. The word "bullying" tends to be more emotive, but regardless of the language used, for the purposes of this policy both words will have the same meaning.

The Policy aims to:

- prevent all forms of bullying & harassment by team members towards other team members;
- provide a way for team members who believe they have been bullied or harassed to bring about action to stop the bullying or harassment;
- reassure team members that any issue will be taken extremely seriously and with utmost confidentiality;
- help identify when bullying takes place;
- illustrate actions which may be regarded as bullying

It should be noted that Equality Link Consultancy considers that all team members have a personal responsibility not to behave in a way that could be offensive to others.

This list is included to indicate some examples of bullying or harassment covered by this Policy (it is not an exhaustive list)

**Physical:** unwanted physical contact or intimidation, including unnecessary touching, patting or brushing against another employee, assault, coercing sexual behaviour, physical threats, insulting or abusive behaviour or gestures.

**Verbal:** remarks about appearance, derogatory or lewd comments, innuendoes, persistent name calling, statements which are suggestive, unwelcome, abusive and offensive.

**Behaviour:** that denigrates or ridicules; intimidatory or physical abuse; making threats; attempts to stir up hatred against an individual or group.

Other: display or circulation of material (posters, magazines, calendars) which are sexually or racially offensive or degrading.

The following list gives more specific examples of behaviour which may amount to bullying or harassment, it is not exhaustive:

- humiliating or ridiculing others about their work;
- ordering others to work below their level of competence for no reason;
- removing areas of responsibility without consultation;
- spreading rumours or gossip or ignoring or sending others to 'Coventry' or shouting;
- pointing your finger, invading personal space, shoving, blocking or barring the way;
- suggesting that others should leave the organisation;
- being hostile to others or constantly criticising others' work and efforts;
- ignoring the views of others;
- playing practical jokes on people you don't like;
- setting unreasonable tasks or deadlines;
- making false allegations against others;
- engaging in excessive monitoring of the work of others;
- removing the rights of others;
- unreasonably obstructing an individual's progress at work by blocking promotion or training opportunities without a genuine business reason;
- continuously or unreasonably blocking leave or preventing the use of flexi-time working hours (where flexi-time is in operation);
- causing embarrassment by disciplining staff in public;
- deliberate misrepresentation of the views of senior management and misuse of position.

In the first instance, and wherever possible, Equality Link Consultancy encourages team members to who feel they are recipients of harassment/ bullying to resolve the matter informally and directly with the person concerned.

The Directors and Managers are responsible for ensuring that bullying or harassment does not take place in the areas under their control. It

is acknowledged that the harasser/ bully may be a team member's direct line manager. If this is the case (and a direct approach is not possible) the team member should approach one of the Directors.

This policy will be made available to all clients and partner organizations by publishing the policy on the Equality Link Consultancy website. All employees, consultants and suppliers will be required to agree to the policy prior to commencement of activities.

**Signed & dated**

**Jaspal Dhani**



Owner / Managing Director

**Dated: 27 January 2009**

**Next review date: 27 January 2010**