



Anti-Bullying Policy

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Invictus Roofing Ltd,
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Company Number: 08988956





1. Introduction To The Anti-Bullying Policy.

Invictus Roofing Ltd are an equal opportunities employer. This means that we will make good faith efforts to comply with the spirit and letter of the equality laws and other laws.

We will promote a good and harmonious working environment in which our employees will be treated with dignity and respect. We will not bully them, nor will we discriminate unlawfully against them or harass them on the “equality grounds”; which are:

- Sex.
- Martial or Civil Partnership Status.
- Racial Group.
- Age.
- Pregnancy or Maternity.
- Religious or Similar Philosophical Belief.
- Sexual Orientation.
- Gender Reassignment.
- Political Opinion.
- Disability.

2. What Is Harassment?

Harassment is unwanted conduct related to the equality grounds which damages, or which is done with the aim of damaging, a person’s dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Many forms of misbehaviour may amount to harassment; examples include:

- Physical conduct such as assaulting a person or making obscene gestures.
- Verbal conduct such as making racist, sexist, sectarian or homophobic remarks; making derogatory comments about a person’s age or disability; or singing songs of this nature.
- Visual or written material containing racist, sexist, sectarian, homophobic or other derogatory words or pictures (for example, in posters, graffiti, letters or emails).



3. What Is Bullying?

Bullying is similar to harassment in the sense that it too is offensive, hostile or oppressive behaviour. The main difference is that bullying behaviour need not be related to the equality grounds, but may be done for other reasons, such as jealousy or personal dislike or revenge or insecurity.

4. Implications Of Harassment And Bullying

Harassment and bullying can damage the health, confidence, morale, and performance of employees who are affected by it. Harassment is unlawful under the equality laws. Harassment and bullying may also be civil or criminal offences and may contravene health and safety law.

Quite apart from the legal implications, both harassment and bullying are contrary to the standards of behaviour that we expect of our employees. **Both types of behaviour are unacceptable in our workplace and are not permitted or condoned. We will treat such behaviour as misconduct which may warrant dismissal from employment.**

5. Employee's Rights

Our employees have the right to work in a good and harmonious environment, that is free from harassment and bullying and to complain about such behaviour should it occur.

Employees who make complaints, and others who give evidence or information in connection with such complaints, **will not be victimised (for example, they will not be discriminated against, harassed, or bullied in retaliation for their actions).** Victimisation is also discrimination contrary to the equality laws and this policy. We will treat it as misconduct which may warrant dismissal from employment.

6. Employee's Responsibilities

All our employees must comply with this policy. They must treat each other with dignity and respect. They must not, themselves commit any acts of harassment or bullying against any person, such as their co-workers, our job applicants, or our customers. **Such behaviour will not be permitted or condoned. We will treat it as misconduct which may warrant dismissal from employment.**



All our employees should discourage harassment and bullying by making it clear that they find such behaviour unacceptable and by supporting co-workers who suffer such treatment. Any employee who is aware of any incidence of harassment or bullying should alert a manager or supervisor to enable us to deal with it.

7. Employer's Responsibilities

We will continually make good faith efforts to implement this policy. Line managers and supervisors have a special responsibility for enforcing this policy on a day-to-day basis, especially in setting a good example for other employees to follow and for intervening where necessary to protect and reassure employees.

To implement this policy, we will:

- Provide all employees, line managers and supervisors with a copy of this policy and explain it to them.
- Provide appropriate training to line managers and supervisors.
- Ensure that all complaints of harassment and bullying are dealt with promptly, seriously and confidentially and in accordance with our internal grievance procedure.
- Set a good example by treating employees with fairness, dignity and respect.
- Be alert to unacceptable behaviour and will take appropriate action to stop it.
- Monitor all incidents of harassment and bullying and review the effectiveness of this policy periodically.



Sign Off Sheet

I have read and understood the contents of the Anti-Bullying Policy.
Anything I did not understand has been explained to me, to my satisfaction.

I agree to follow the Anti-Bullying Policy and understand that any instructions are provided or
my safety and the safety of others.

<u>Print Name</u>	<u>Signature</u>	<u>Date Of Signature</u>
JOSHUA LAMPRELL		13.01.2021
ADRIAN MITCHELL		13.01.2021
KAYLEIGH AMBRIDGE		13.01.2021
SOPHIE LARBY		13.01.2021