

## BULLYING AND HARASSMENT POLICY

Dawnus is committed to providing a working environment that is, as far as possible, free from all forms of bullying and harassment. The Company aims to create a culture where all employees behave with dignity and respect towards one another. Any behaviour which undermines this aim is unacceptable and will not be tolerated.

### Purpose and Scope

The purpose of this policy is to ensure that all employees are fully aware of the types of behaviour that the Company considers to be unacceptable and the action that may be taken if they experience or commit inappropriate conduct.

The policy applies to all employees within the Company, agency workers, temporary workers and contractors.

The policy covers complaints of harassment and bullying committed by individuals employed or engaged by the Company and includes complaints regarding the conduct of a third party e.g. a client, supplier or visitor.

### Responsibilities

All managers have a responsibility to ensure that acceptable standards of behaviour are maintained and to apply this policy fairly and consistently. All employees have a responsibility not to harass or bully other colleagues and to report any such behaviour of which they are aware.

The HR Department is responsible for monitoring and reviewing the policy.

### Harassment

Harassment is unwanted conduct which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for that individual. Harassment at work is unlawful under the Equality Act 2010. Harassment can take many forms, including but not limited to unwanted conduct based on age, gender, religion or belief, sexual orientation, gender reassignment, disability or race (protected characteristics).

Harassment covers physical, verbal and non-verbal conduct and may involve a single incident or persistent behaviour that extends over a period of time. It can occur even if someone did not mean to cause offence. A person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

All employees should consider how their actions might impact on others and employees are expected to refrain from any conduct that is likely to have the effect of harassing others.

### Bullying

Bullying is a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions like deliberately ignoring someone at work.

### Impact of Harassment & Bullying

Harassment and bullying can lead to a hostile and unpleasant working environment and can cause demoralisation, stress, anxiety, increased absenteeism/sickness, high staff turnover and affects the day-to-day performance of workers. Additionally, the public image of the organisation can be badly damaged when incidents of harassment occur.

### Training, Communication & Awareness

Dawnus recognises that a written policy is not sufficient to eliminate harassment and bullying. Dawnus is committed to communicating the policy effectively through training and awareness programmes.

The policy will also be incorporated into the staff handbook. New employees will be briefed as part of the induction process, and the policy will be made available to other workers on their engagement.

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### Raising a Complaint

Dawnus recognises the sensitive nature of harassment and bullying. Employees are encouraged to discuss any incidents of bullying or harassment with their Manager / HR Department who will provide confidential advice and support. Confidentiality will be maintained as far as possible.

Alternatively, employees may wish to call the company helpline on 07823 350866 or email [speakingup@dawnus.co.uk](mailto:speakingup@dawnus.co.uk).

(This policy should be read in conjunction with Policy Guidance Document [HR\\_GN\\_011](#).)



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