



Anti-Harrassment and Bullying Policy

POLICY STATEMENT

Skills For Security welcomes diversity and believes that each member of staff has a right to work in an environment that encourages harmonious relationships. We are committed to preventing harassment and bullying and it is the responsibility of all managers to ensure that each member of staff is aware of and understands our procedures relating to harassment and bullying.

Every manager should aim to promote a working environment in which harassment and bullying cannot flourish. They should take immediate action if harassment and/or bullying is suspected or identified, whether or not a complaint has been made. Allegations of harassment and bullying received either formally or informally, must be taken seriously and dealt with promptly and sensitively.

In addition to our commitment to equality and diversity, we are fully aware of our legal obligation to ensure that harassment on the grounds of an individual's race, age, gender, disability, sexual orientation, religion or belief, gender reassignment, pregnancy or maternity, marital or civil partnership status or harassment on any other grounds, does not take place at work, on site, on any other location associated with our organisation. We have a duty of care towards each member of staff and any other persons associated with our company (e.g. suppliers, clients, residents, customers, visitors, consultants and subcontractors) under the Health and Safety Act 1974 (and subsequent amendments) and under The Equality Act 2010.

Each member of staff is personally liable under this legislation; allegations of harassment and/or bullying will be treated seriously and may result in disciplinary action being taken against the perpetrator. We will ensure that each member of staff raising a concern is not victimised as a result. We will also treat any allegations proven to be malicious extremely seriously; these allegations are also likely to be the subject of disciplinary action should they be proven. The overriding principles in dealing with allegations or concerns of harassment are that they must be taken seriously, considered carefully and addressed speedily and where possible, in confidence.

Members of staff wishing to seek advice or discuss concerns relating to harassment, may approach the human resources department, their manager or another manager within our organisation.