

## BULLYING AND HARASSMENT POLICY

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Prepared by: Ralph Elliott-King

Approved on behalf of Marisco South Ltd and Marisco Electricals Ltd by:



**Samuel R Clover**

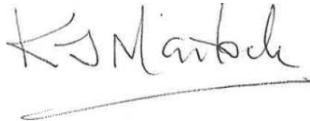
Both On: 4th March 2025

Samuel Clover - Director



**Samuel Woodhams**

Reviewed and accepted on behalf of the Company by:



On: 4th March 2025

Ken Mantock - Operations Manager

This policy supersedes and replaces any previous policy on bullying and harassment.

### Preface

In accordance with our stated Company's Health and Safety Policy, this document provides more details of the measures put in place for the effective management of the risks associated with staff suffering from bullying and harassment in the workplace.

The objective is to eliminate all cases of bullying and harassment from the workplace. The Company will continuously review and monitor the control measures put in place to ensure they remain suitable and sufficient for the work undertaken by our operatives.

### Bullying and Harassment

The Equality Act 2010 defines bullying and harassment as unwanted conduct which is often related to one of the following: age, disability, gender reassignment, race, religion or belief, sex and sexual orientation and is therefore unlawful.

Whether it derives from an inappropriate sense of humour or from deliberate prejudicial intent, any behaviour of one member of staff towards another that makes one of them feel intimidated, degraded, humiliated, or offended is a form of bullying and harassment that cannot be condoned or tolerated.

Bullying or harassment can exist between two individuals, or it may involve groups of people. It might be obvious, or it might be insidious. It may be persistent or an isolated incident. It can also occur in written communications, by phone or through email, not just face-to-face.

It can include:

- spreading malicious rumours or denigrating someone to their face or behind their backs to other colleagues;
- exclusion or victimisation;
- unfair treatment; and
- deliberately undermining a competent worker by constant criticism.

If staff feel they are the subject of workplace bullying or harassment, they should not accept it from any work colleague or a senior manager.

They should not hesitate to raise their concerns with HR or any of the directors. They can expect their case to be taken seriously, sensitively and with complete confidentiality.

We have a no-tolerance policy to bullying and harassment in the workplace and we will act swiftly and decisively to stamp it out whenever it occurs.

## Employees' Behaviour

Every staff member is expected to demonstrate a minimum level of cooperation and compliance with a shared culture that promotes corporate prosperity and security alongside delivering the highest standards of customer service.

Our staff handbook explains the complaints and disciplinary procedures we will use to resolve any conflicts when a staff member fails to perform as expected, regardless of what managerial office they hold.

The most insidious and difficult-to-identify form of corporate bullying is when a manager unreasonably imposes their will on others to direct the way they work. Such unacceptable behaviour must be challenged and brought to the attention of senior management to enable them to deal with it.

## Sexual Harassment and Safeguarding

Society has declared that any form of sexual harassment will not be tolerated, and our policies reflect this.

Expressing prejudicial opinions, foul language and inappropriate humour that may have been accepted on building sites in the recent past, can cause great offence to many of those people who invite us into their homes where there may be vulnerable children and adults. These people have every right to expect us to behave to the highest ethical standards when we are in their homes.

Every employee is expected to report to senior management any form of sexual harassment they become aware of, whether it be perpetrated against internal staff or anyone outside the organisation. If employees fail to report incidents, they will be viewed just as guilty as the people who bring the company into disrepute.

Any accusation of sexual harassment or reported breaches of accepted safeguarding good practice will result in a formal investigation and disciplinary proceedings with a high probability of dismissal if proven.