

Anti-Bullying POLICY STATEMENT

MISSION STATEMENT

S + B is committed to ensure all its employees work within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying.

What is Bullying

Bullying is offensive, Intimidating. Malicious or insulting behaviour that can make a person feel vulnerable, upset, humiliated, undermined or threatened.

It can take the form of physical, verbal and non-verbal conduct.

Each person within S + B has a right to:

- Work in a safe and friendly place
- Be treated with respect and treat others likewise
- Not be subject to harassment as detailed in the company rules
- Receive the help and support expected when needed by their direct manager and ultimately S + B

Responsibilities

All within S + B have a responsibility to help ensure that the dignity of all employees is respected in the work environment

Everyone must comply with the policy statement (as detailed in company rules) and you should ensure that your behaviour to colleagues and customers does not cause offence and could not in any way be regarded as harassment.

If any person is feeling any of the above they should report to their direct line manager (Internal or external) who are responsible to:

Communicate the above to everyone reporting to them and ensure it is understood.

Make every effort in the first instance to ensure that harassment and bullying does not occur within their area of control

Consider what action if further required is appropriate to address the complaint and prevent any further incidents.

If further action is required then it must be reported to the senior management team to review

M. Emmidge

Signed:
Managing Director

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