

Anti-Bullying and Harassment Policy Statement

PL-017 Anti-Bullying and Harassment Policy Statement

Date:	Changed by	Change/Amendment	Version
Apr 21	P Lindley	First issue	V1.0
May 22	T Ellis	Annual review	V2.0
Aug 23	H Warner	Annual review	V3.0

Anti-Bullying & Harassment Policy

SigTech Rail Consultancy (“the Company”) seeks to provide a work environment that is safe and enjoyable for all under the Protection from Harassment Act (1997) and the Equality Act (2010).

Although the terms are often used interchangeably, the terms “bullying” and “harassment” describe different types of behaviour.

Bullying is defined by Acas as unwanted behaviour from a person or group that is offensive, intimidating, malicious or insulting to the recipient. It may involve an abuse or misuse of power that makes a person feel undermined or humiliated or causes physical or emotional harm. Power does not always mean being in a position of authority but can include personal strength, status and the power to coerce through fear or intimidation. As such, it can also be perpetrated upwards to a manager or senior colleague. Bullying can take the form of physical, verbal and non-verbal conduct. Such behaviour is considered unacceptable in the workplace by the Health and Safety Executive.

Under the Equality Act 2010, harassment is defined as unwanted conduct that must have either the purpose or the effect (where it is reasonable for it to have that effect) of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can be physical, verbal or non-verbal. It can be a single incident or repeated behaviour and can include imagery, graffiti, gestures, mimicry, jokes, pranks, and physical behaviour that affects the recipient. It can also include treating someone less favourably because they have previously submitted or refused to submit to unwanted conduct of a sexual nature or to unwanted conduct that is related to sex or gender reassignment.

Unlawful harassment is unwanted conduct that is related to:

- Protected Characteristics - age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- Sexual harassment, which is a form of sexual misconduct, an umbrella term that describes all types of unwanted and unpermitted behaviour of a sexual nature including sexual abuse

The intention or reasonably perceived effect of sexual harassment is to violate the recipient’s dignity or create an environment that is intimidating, hostile, degrading, humiliating or offensive for the recipient. It can happen to and be demonstrated by women, men and people of any gender or sexual orientation.

Workplace bullying has a detrimental effect on the Company and its people. It can create an unsafe working environment, result in a loss of trained and talented workers, cause the breakdown of teams and individual relationships, increase absenteeism, and reduce efficiency and productivity. People who are bullied can become distressed, anxious, withdrawn and can lose self-esteem and self-confidence. Workplace bullying is also in some circumstances against the law.

For these reasons, bullying and/or harassment will not be tolerated by the Company. Any allegations of bullying or harassment or inappropriate behaviour should be drawn to the attention of the Managing Director (or Senior Manager) and reported through the steps outlined in the Grievance Policy. All complaints will be dealt with seriously, confidentially and speedily.

The Company recognises that workplace bullying may involve comments and behaviours that offend some people and not others. The Company accepts that individuals may react differently to certain comments and

Doc Title: Policy Statement
Doc Ref: PL-017
Author: P. Lindley
Date: Aug 2023
Version: v3.0



behaviour. That is why a minimum standard of behaviour is required of workers. This standard aims to be respectful of all workers.

The Company recognises that workplace bullying can also take place through a number of different methods of communication including face to face, email, text messaging and social media platforms. As such, this Policy applies to all methods of communication through which workplace bullying can take place.

This Policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours
- During work activities, for example, when dealing with clients
- At work related events and functions, for example, at seasonal functions
- On social media platforms where workers interact

This Policy applies to all workers including employees, consultants and contractors. In so far as this policy imposes any obligations on the Company (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights.

The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract.

The Company may unilaterally introduce, vary, remove, or replace this policy at any time.

A handwritten signature in black ink, appearing to read 'Pete Lindley', is positioned above the printed name.

Pete Lindley
Managing Director
Aug 2023