



# Bullying & Harassment Policy Statement

January 2024



# BULLYING & HARASSMENT POLICY STATEMENT

MacInnes Bros Ltd (MIB) recognises that all employees have a right to work in an environment in which the dignity of individuals is respected and which is free from harassment and bullying. It is committed to eliminating intimidation in any form.

## **Bullying**

Bullying is the intimidation or belittling of someone through the misuse of power or position which leaves the recipient feeling hurt, upset, vulnerable or helpless. It is often inextricably linked to the areas of harassment.

The following are examples of bullying:

- Unjustified criticism of an individual's personal or professional performance, shouting at an individual, criticising an individual in front of others.
- Spreading malicious rumours or making malicious allegations.
- Intimidation or ridicule of individuals with disabilities and/or learning difficulties.
- Ignoring or excluding an individual from the team/group

## **Harassment**

- Harassment has no definition in law but is generally described as "unwanted conduct which affects the dignity of women or men at work; it encompasses unwelcome physical, verbal or non-verbal behaviour which denigrates or ridicules or is intimidatory". The essential characteristic of harassment is that the action(s) is unwanted by the recipient and fall into the general categories of General, Sexual, Racial and Sectarian Harassment.
- The Policy applies to harassment on the grounds of disability, gender, marital status, sexual orientation, age, creed, colour, race or ethnic origin.
- Harassment breaches the Company's Equality Policy and it is classified as a serious offence that may result in summary dismissal under the Disciplinary Procedure.

Signed:

A handwritten signature in blue ink, appearing to be 'A. J. O.', written over a horizontal line.

Managing Director

Date: 31.01.2024