



Anti Bullying and Harassment Policy

Document reference: J391852



Head Office:
20 Stourbridge Road
Halesowen
West Midlands
B63 3US
Tel: 0121 550 0224
Email: info@bradley-enviro.co.uk



1. Objective

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, KHFCED Ltd. (The Academy) will not in any instance tolerate bullying or harassment behaviour.

The Academy will comply with all legal requirements including the Worker Protection (Amendment of the Equality Act 2010) Act 2023, Protection from Harassment Act 1997 and the Health and Safety at Work Act 1974.

Employees found in violation of this policy will be disciplined, up to and including termination.

2. Definition

The Academy defines bullying and harassment as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviours.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behaviour violates the Academy Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

3. Examples

The Academy considers the following types of behaviour examples of bullying and harassment:

- **Verbal abuse.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical abuse.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture abuse.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying and harassment in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.

- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumours and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying and or harassment should report this to their supervisor or manager before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying and or harassment conduct they experience or witness as soon as possible to allow the academy to take appropriate action.

This Policy shall be communicated to employees as part of the new employee induction, provided to sub-contractors and other interested parties upon request.

The effectiveness and adequacy of this policy shall be reviewed on an annual basis and following any requirement to implement disciplinary procedures related to bullying and harassment.

4. Approval

Signed:

Date:

Print Name:

Position:



The table below is used to identify any additions, amendments or changes made to this environmental sustainability policy.

[illegible]