



### **Bullying and Harassment Policy**

East Kirkby Engineering has a zero-tolerance approach to any form of Bullying and Harassment. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of Bullying and Harassment taking place within the business or our supply chain.

#### Our policy

East Kirkby Engineering is committed to providing a working environment free from bullying and harassment. We aim to ensure that all staff are treated, and treat others, with dignity and respect.

This policy applies to all staff at all levels including employees, management, agency, casual workers, and subcontractors.

#### What is harassment?

It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Also conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories.

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;
- offensive e-mails, text messages or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.

#### What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority. Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- shouting at staff;
- persistently picking on people in front of others or in private;
- blocking promotion and training opportunities;
- regularly and deliberately ignoring or excluding staff from work activities or work related social events;
- setting a person up to fail by overloading them with work or setting impossible deadlines;
- regularly making the same person the butt of jokes.

East Kirkby Engineering Company Limited is a private limited company registered in England and Wales. Registration number: 4125935.  
Registered office: Avocet House, Bittern Way, Riverside Industrial Estate, Boston, Lincolnshire PE21 7NX.





### Breaches of this Policy

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with in accordance with our disciplinary procedure.

Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our disciplinary procedure.

If you believe you are being harassed or bullied, you may speak to your manager who can provide confidential advice and assistance in resolving the issue formally or informally.

Employees should if they're bullied or harassed, see if they can sort out the problem informally first. If they cannot, they should talk to their:

- Manager
- (EKE Commercial Director) human resources (HR) department
- Trade union representative

If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our grievance procedure. All complaints will be investigated in accordance with our grievance procedure. If we consider that there is sufficient evidence to suggest you have been harassed or bullied, we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Signed:

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

Managing Director  
on behalf of East Kirkby Engineering Company Limited  
Date: **1<sup>st</sup> February 2021**

Acas (Advisory, Conciliation and Arbitration Service) helpline for advice:

Acas helpline  
Telephone: 0300 123 1100  
Textphone: 18001 0300 123 1100  
Monday to Friday, 8am to 6pm

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