

ANTI-BULLYING & HARASSMENT POLICY

Grafters Recruit Limited (“the Company”) is committed to providing a work environment free from bullying, victimisation and harassment.

1. Harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated by The Company.
2. This policy prohibits unlawful bullying and harassment by any employee or workers of the Company.
3. Examples of bullying are:
 - offensive, intimidating, malicious or insulting
 - an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone
 - someone spreading malicious rumours about a work colleague
 - someone posting humiliating, offensive or threatening comments or photos on social media
4. Examples of prohibited harassment are:
 - Verbal or written conduct containing derogatory jokes or comments
 - Slurs or unwanted sexual advances
 - Visual conduct such as derogatory or sexually orientated posters
 - Photographs, cartoons, drawings or gestures
 - Physical conduct such as assault, unwanted touching or any interference because of sex, race or any other protected basis
 - Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favours
 - Retaliation for having reported or threatened to report harassment
5. If you believe that you have been unlawfully harassed, you should make an immediate report to Danny Phillips, followed by a written complaint, as soon as possible after the incident. Your complaint should include:
 - 4.1 Details of the incident
 - 4.2 The name(s) of the individual(s) involved
 - 4.3 The name(s) of any witness(es)
6. The Company will undertake a thorough investigation of the allegations. If it is concluded that unlawful bullying and harassment has occurred, remedial action will be taken.
7. Any employee who The Company finds to be responsible for unlawful bullying and/or harassment will be subject to the disciplinary procedure and any sanction may include termination.