

Workplace Harassment And Bullying Policy

Policy Brief & Purpose

Our workplace harassment and bullying policy details our commitment to maintaining a respectful and inclusive workplace free from harassment or bullying. This policy applies to all employees, contractors, and non-employees, such as public visitors, customers, and other work contacts. By implementing this policy, we aim to ensure our staff members' safety, wellbeing, and productivity.

Scope

This policy applies to all individuals within our organization, including workers at every level, contractors, temporary staff, interns, and volunteers. It also extends to external parties such as clients, customers, suppliers, and visitors who come into contact with our employees in any work-related context.

Policy Elements

The definition of workplace harassment includes any unwelcome or offensive conduct, whether verbal, non-verbal, or physical, that creates a hostile or offensive team environment. This can encompass a wide range of behaviors, including but not limited to:

- **Bullying:** Persistent and targeted mistreatment, humiliation, or intimidation of an individual by one or more persons
- **Intimidation:** Acts or statements intended to create fear, distress, or harm
- **Direct Insults:** Derogatory or offensive remarks targeting an individual's personal attributes, sex, characteristics, or performance

- **Sexual Harassment:** Examples include inappropriate touching, requests for sexual favors, sexually-orientated jokes or comments, and sexual assault
- **Malicious Gossip:** Spreading harmful or false information about a worker to damage their reputation
- **Victimization:** Unfair or prejudiced treatment of a worker based on personal characteristics, sex, or circumstances

Examples Of Harassing Conduct

While it is impossible to provide an exhaustive list, here are some examples of behaviors that may constitute harassment or discrimination:

- Sabotaging someone's work intentionally
- Engaging in sexual harassment with frequent or unwanted advances, or unwelcome conduct of a sexual nature
- Commenting derogatorily on a person's age, sexual orientation, sex, national origin, race, religion, disability, or other protected characteristics
- Starting or spreading rumors about an employee's personal life or engaging in gossip that harms their reputation
- Ridiculing a person in front of others or singling them out for demeaning tasks unrelated to their job against their will

Reporting Such Conduct

If you are a victim or witness of harassment or bullying, it is essential to take the following steps:

- Report the incident to your immediate supervisor, manager, or another trusted person in authority

- If your complaint involves your supervisor or manager, or if you are uncomfortable reporting to them, talk directly to HR
- Maintain a record of the incidents, including dates, times, locations, and descriptions of the events
- Cooperate fully in any investigation carried out by the company

Managers and HR personnel have a responsibility to:

- Take all reports seriously and conduct a prompt and impartial investigation
- Maintain confidentiality to the extent possible while conducting investigations
- Provide appropriate support to the employee and ensure they are protected from retaliation
- Take necessary corrective action to address and resolve any complaint

Disciplinary Consequences

The disciplinary consequences for harassment and bullying will depend on the severity of the offense, following a fair and thorough investigation. Action may include, but is not limited to:

- Counselling or mediation to address the issue and prevent further incidents
- Verbal or written reprimands
- Temporary or permanent transfer to a different department or location
- Suspension without pay
- Termination of an individual's employment or contractual relationship

Our organization reserves the right to take other legal action in relation to complaints involving non-employees.

Policy Review

The HR manager is responsible for annual policy reviews and reporting on the outcomes to the senior leadership. Employees will be advised of changes through the intranet, employee newsletter, and other communication channels.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not consider all relevant local, state, or federal laws and is not a legal document. MyHub Intranet Solutions will not assume any legal liability for using this policy.