

Anti-Bullying and Harassment Policy

1. Introduction

Morson Group believe that everyone should be treated and treat others with dignity and respect at work. Bullying and harassment of any kind will not be tolerated within the Group by colleagues working either on or off site nor by third parties such as customers, suppliers or visitors to our premises. Any such allegations will be treated seriously and dealt with promptly. Any proven incidents of bullying or harassment or discriminatory practices will be dealt with as a disciplinary offence and will be managed in line with the Company Disciplinary Policy.

In order to support a collaborative and caring working environment, the Company has signed up to the 'RESPECT' values:

- Recognise that we are all different
- Eliminate inappropriate language & behaviour
- Share best practise and ideas
- Put the Morson values into practice
- Earn respect from others
- Communicate with colleagues in person rather than email (when appropriate)
- Treat everyone with respect

2. Scope

The policy covers all individuals employed by Morson Group as well as those engaged with the Group in the capacity of consultants, contractors, casual and agency staff (hereafter referred to as "colleagues").

This policy does not form part of your Contract of Employment. We may vary this policy at any time.

3. Definitions

Bullying

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power, through means that undermine, humiliate, denigrate or injure the recipient.

Harassment

Unwanted conduct related to a relevant protected characteristic, with the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading humiliating or offensive environment.

Protected Characteristics

Protected characteristics are defined by the Equality Act 2010 and include; age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

Unacceptable behaviour

The following are examples of unacceptable behaviour which may be demonstrated via face-to-

face contact, written communication or by phone or via other forms of digital communication.

- Spreading malicious rumours or insulting someone
- Copying memos that are critical about someone to others who do not need to know
- Ridiculing or demeaning someone through jokes, offensive language, gossip or slander either in private or public
- Exclusion, isolation or victimisation
- Unfair treatment
- Overbearing supervision or issue of power
- Unwelcome sexual advances
- Making threats or comments about job security without foundation
- Deliberately undermining a competent worker by work overload and/or constant criticism
- Preventing individuals from progressing by intentionally blocking promotion or training opportunities
- Physical contact ranging from touching to serious assault
- Excessive monitoring
- Imposing excessive workloads This list is not exhaustive.

4. Reacting to Allegations of Bullying and Harassment

Attempts should be made to resolve any concerns regarding behaviour that might constitute bullying or harassment informally in the first instance. This can be done by raising concerns with your line manager or the HR department.

Should an informal resolution not be possible or inappropriate you should raise a formal complaint in writing to the HR Team.

Your written complaint should include details of the allegations including the name of the individual, the nature of the conduct, the date and time, the names of witnesses and any attempts you have taken to prevent the conduct so far.

In line with the Grievance Procedure, a thorough, independent, impartial and objective investigation will be carried out. This will involve interviews with the person against whom you have made the complaint and any other relevant witnesses. The investigation will be carried out quickly, sensitively and with due respect for the rights of all parties.

Consideration will be given to the separation of parties as necessary.

The individual against whom the complaint has been made will be given full details of the nature of the complaint and a full opportunity to respond. The investigation may require interviews with other people and consideration of documents.

All parties will have the right to be accompanied by a work colleague or trade union representative. Confidentiality will be maintained throughout the investigation. The names of all involved parties will only be disclosed on a need-to-know basis to those individuals involved in the investigation. When the investigation has been concluded, a recommendation will be made. This will include whether or not your allegation is considered to be well founded.

If the allegation is determined to be well founded, disciplinary action may be taken against the

alleged harasser or bully in line with the Disciplinary Procedure. Bullying and/or harassment is sufficiently serious to potentially amount to gross misconduct for which summary dismissal is justified. Other sanctions may include the transfer to a different role, or required to remain away from their normal office. Regardless of whether or not a complaint is upheld, other considerations may include mediation or counselling or a change of reporting duties between the parties.

All colleagues have a duty to co-operate fully in this process.

If you are not satisfied with the outcome of the complaint, then you have the right to appeal the decision. Any appeal should be made in writing within ten working days of being notified of the outcome to the nominated individual. Full written grounds should be provided.

You will be invited to attend a meeting to discuss your appeal. You will be notified of the outcome of your appeal as soon as reasonably practicable after this meeting. The appeal stage represents the final stage of this procedure. You have the right to be accompanied by a trade union representative or a Morson Group colleague at this meeting.

5. Responsibilities

The Executive Board and Group HR Director have overall responsibility for the effective operation of this policy. Day to day operational responsibilities, including regular review of this policy has been delegated to the HR department.

Managers

Managers are responsible for:

- Ensuring that harassment or bullying does not occur within the departments, teams, and areas for which they are responsible.
- Ensuring that direct reports are aware of and understand this policy and their responsibilities.
- Positively promoting a working environment that corresponds with the RESPECT values.
- Reacting swiftly to any complaints of bullying or harassment by colleagues, supporting them through the informal and/or external channels outlined in section 4.
- Always maintaining confidentiality.

Colleagues

All colleagues are responsible for:

- Helping to create and maintain a working environment that respects the dignity of their colleagues and all other parties who engage with the Morson Group.
- Discouraging all forms of unacceptable and inappropriate behaviour.
- Proactively incorporating the RESPECT values into their workplace behaviour.
- To support and encourage colleagues experiencing bullying or harassment to raise concerns through the appropriate channels, signposting them to their line manager and/or the HR department.

The HR department

The HR department are responsible for:

- Ensuring that all complaints of bullying or harassment are dealt with promptly, seriously, confidentially and in accordance with the appropriate procedures.
- Providing appropriate training on bullying and harassment, where necessary.

6. Amendment Record

Issue	Amendments	Date	Issued By
13	Section 4, line added about requirement to remain away from their normal office. Rebranded. Refer to v.12 for old amendment record.	August 2024	Becky Hicks Katie Hancock

7. Document Control

	Name	Signature	Date
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