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Harassment and Bullying

1.0 Harassment and Bullying

Coupled with our commitment to Equality of Opportunity is the right each employee has to carry out his/her work free of the stress caused by any form of upsetting, embarrassing or offensive behaviour, which constitutes harassment. Harassment is unlawful and has no place in the Company. Accordingly, the Company will deal with allegations of harassment seriously, sensitively and in confidence. This policy statement makes clear our commitment to the right of all employees to a working environment free from harassment.

Each and every employee is responsible for complying with this policy and treating all colleagues with dignity and respect. Complete Air Management Solutions also expect all contractors and agency workers to adhere to this policy at all times when working for CAMS.

Harassment often takes the form of unwanted attention of various natures, but harassment for whatever reason, including a person's colour, ethnic or national origin, race, nationality, religion or belief, disability, family commitments, gender, sexual orientation, sexuality, marital status, age or actual or suspected infection with HIV/AIDS, will be viewed as serious misconduct or gross misconduct, depending on the severity of the behaviour involved.

2.0 What is bullying and harassment?

Examples of harassment are:


- Unwanted conduct whether verbal or not, which is of a sexual or racial nature, or other conduct based on someone's race, gender or sexuality which affects the dignity of men or women at work; or
- Bullying of colleagues, especially junior colleagues by intimidatory behaviour; or unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her disability which could affect his/her dignity at work.
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Harassment may take the form of persistent, unwanted sexual attention, or a single incident if sufficiently serious.

Some examples of conduct, which may constitute harassment or bullying and are unacceptable are:

- sexual or racial banter
- giving someone unwanted sexual attention
- insulting or ridiculing someone because of their sex, race or disability
- suggestions that sexual favours may further an employee's career or that refusal may hinder it
- over demanding or over exacting requirements
- lewd, suggestive or over familiar behaviour
- the display or circulation of sexually suggestive or racially offensive material - including downloading software on-line (even if not directed at the complainant)
- sarcastic personal remarks about colleagues, especially those reporting to you

This list is by way of example only and is non-exhaustive.

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Please note that this policy applies equally to time spent on Company business away from programmed works (for example this policy applies to company organised events such as Christmas parties or client invitation events). This policy also applies to behaviour and relationships associated with Company business which affects an employee's ability to carry out their job.

3.0 Bullying and Harassment Complaints Procedure

If you have a complaint you should follow the complaints procedure as set out below.

Informal stage – This may take the form of

It is entirely in order for a recipient of discriminatory behaviour/conduct to try to resolve the problem if they so prefer, for example, by explaining to the individual concerned that the behaviour/conduct is not welcome, that it offends or makes the recipient uncomfortable and that it interferes with their work.

Anyone who has been subjected to discriminatory behaviour/conduct may seek confidential assistance from their line manager, or if this is not appropriate in the circumstances, another appropriate manager at the same level, or HR.

An informal approach to such manager will be treated as completely confidential and will not result in any report to anyone within the Company unless you agree.

If you prefer, where you find it too difficult or embarrassing to take up the matter yourself, the manager or HR will participate in an informal meeting between you and the individual concerned or will, at your request, approach the individual on your behalf.

The informal stage will not result in any formal internal investigation or disciplinary action but is intended to enable you to resolve the matter yourself without it going any further in the Company.

Formal stage -The formal process can be used in either of the below situations:

The incident that occurred was considered very serious by the claimant
Informal routes have not been successful.


3.1 Step 1 – Register the Complaint

The employee can register their complaint in writing to their direct line manager or a manager above the line manager or a member of their HR Representative.

3.2 Step 2 – Investigation Process

All complaints will be thoroughly and expeditiously investigated. The investigation will be conducted in an independent and objective manner by someone unconnected with the allegations and at least of equal grade/status with the alleged offender. Where possible, investigations will be completed within two weeks of the complaint being made.

Investigations will be carried out with sensitivity and with due respect for the rights of both the complainant and the alleged offender.

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The importance of confidentiality will be stressed to all those interviewed and everyone will be strictly required not to discuss the complaint with colleagues or friends. Any breach of confidentiality may give rise to disciplinary action.

3.3 Step 3 – Findings

The complainant and alleged offender will be kept informed of the general progress of the investigation and will be informed whether the complaint has been upheld and is to result in disciplinary action.

At any stage of the procedure, the complainant or alleged offender may be accompanied by a work colleague employed by the Company or trade union official.

3.4 Step 4 – Appeals

Employees have the right to appeal against a decision made by the panel within 5 working days of receipt of the outcome. Appeals should be in writing to the person stated within the findings correspondence.

Signed

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