

Handy Rubbish Bullying, Harassment & Victimisation Policy



Company Number: 14314389

Trading Name: Handy Rubbish (AM ONE LONDON LTD)

Registered Office: Unit 19, 1–13 Adler Street, London, England, E1 1EG

Website: www.handy rubbish.co.uk

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Valid Until: 01 January 2030 (reviewed annually)

1. Statement of Policy

Handy Rubbish has a **zero-tolerance approach** to bullying, harassment, and victimisation. The purpose of this policy is to:

- Define the types of behaviour that are unacceptable.
- Provide clear guidance for employees, contractors, and managers on how to raise and handle complaints.
- Confirm the steps the Company will take to deal with complaints, including those involving third parties (such as customers, suppliers, or visitors).

This policy applies to:

- All employees, directors, officers, subcontractors, and agency staff.
- Work-related settings, including customer sites, company premises, social events, and online/social media interactions between colleagues.

Breaches of this policy will be treated as **gross misconduct** and may result in disciplinary action, including dismissal or termination of engagement.

2. Harassment

Harassment is unwanted conduct related to a protected characteristic (Equality Act 2010) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Protected characteristics include: age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Examples of harassment:

- Derogatory remarks about religious clothing.

- Racist or sexist "jokes" or comments.
- Deliberately using the wrong name or pronoun following a gender transition.
- Making fun of someone's disability.
- Excluding or marginalising someone because of their race or background.

Employees can be held **personally liable** for harassment.

3. Sexual Harassment

Sexual harassment is any unwanted conduct of a sexual nature that violates a person's dignity or creates a hostile environment.

Examples include:

- Unwelcome sexual advances, invitations, or pressure.
- Displaying or circulating sexually explicit material.
- Unwanted touching, caressing, or suggestive gestures.
- Leering or sending pornographic material.
- Threatening adverse treatment (e.g. dismissal or withheld promotion) if sexual advances are rejected.

The Company is legally required to take **reasonable steps to prevent sexual harassment**.

4. Victimisation

Victimisation occurs when someone is treated unfairly because they have:

- Made or supported a complaint under the Equality Act 2010,
- Given evidence in such proceedings, or
- Alleged that a breach of the Equality Act has occurred.

Examples include:

- Disciplining or sidelining someone because they raised a harassment complaint.
- Spreading malicious rumours about someone who has made a grievance.

5. Third-Party Harassment

Third-party harassment refers to harassment from someone outside the Company (e.g. customers, suppliers, or visitors).

Handy Rubbish will:

- Treat such incidents seriously,
- Support employees in reporting harassment by third parties,
- Take appropriate action, which may include banning offenders from premises, escalating complaints to their employer, or reporting matters to the police.

6. Bullying

Bullying is offensive, intimidating, malicious, or insulting behaviour — or abuse of power — intended to undermine, injure, humiliate, or coerce.

Examples of bullying:

- Threats of or actual violence.
- Persistent offensive jokes or name-calling.
- Unreasonable workloads or impossible deadlines.
- Constant criticism without justification.
- Spreading malicious rumours or excluding colleagues from meetings/social groups.

7. Procedures for Raising Concerns

Informal Process

- Employees are encouraged, where appropriate, to raise concerns directly with the individual whose behaviour is offensive.
- If this is not possible, employees should speak to their line manager or another member of management.
- The Company may attempt informal resolution, such as mediation.

Formal Process

- Where informal steps are not suitable, employees should make a **formal complaint in writing**, preferably including details of the behaviour, dates, witnesses, and locations.
- Formal complaints will be investigated under the **Company's Grievance Procedure**.
- Both complainant and alleged offender will be treated fairly and confidentially during the investigation.

8. Confidentiality & Protection

- All complaints will be handled **confidentially** and with sensitivity.
- Employees will not suffer retaliation or victimisation for making a genuine complaint in good faith.
- Malicious or false allegations made in bad faith may result in disciplinary action.
- Confidentiality must be respected by all parties involved. Breaching confidentiality may lead to disciplinary action.

9. Consequences of Breach

- Incidents of bullying, harassment, or victimisation — including condoning such behaviour — may amount to **gross misconduct**.
- Disciplinary action may include **summary dismissal** or termination of contracts.
- In less serious cases, remedies may include warnings, mediation, or other corrective actions.

10. Training & Monitoring

- All new starters will receive training on this policy as part of induction.
- Existing staff will receive refresher training on a regular basis.
- The Company will monitor complaints and outcomes to ensure compliance and continuous improvement.
- This policy will be reviewed annually.

Signed:

Position: Managing Director

Handy Rubbish is a trading name of **AM ONE LONDON LIMITED** (Reg. No. 14314397).
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