



WORKPLACE BULLYING, HARASSMENT AND SEXUAL HARASSMENT POLICY

Statement of Commitment

Groupbridge Ltd is committed to providing a working environment where all employees, subcontractors, agency workers, visitors and members of the public are treated with dignity and respect.

The company operates a zero-tolerance approach towards bullying, harassment, sexual harassment, intimidation, discrimination, victimisation and abusive behaviour.

Groupbridge Ltd recognises its duties under:-

- The Equality Act 2010
- The Worker Protection (Amendment of Equality Act 2010) Act 2023
- The Health and Safety at Work etc Act 1974

The company is committed to taking reasonable and proportionate steps to prevent bullying, harassment and sexual harassment within all company operations.

Scope

This policy applies to:-

- Employees
- Directors
- Agency workers
- Subcontractors
- Apprentices
- Temporary workers
- Visitors
- Clients and suppliers where relevant

The policy applies:-

- In the workplace
- On construction sites
- During meetings
- During work-related travel
- At company events
- In electronic communications including emails, messages and social media where work-related.

Definitions

Bullying

Bullying is offensive, intimidating, malicious, insulting or abusive behaviour which attempts to undermine, humiliate, criticise unfairly or injure an individual.

Harassment

Harassment is unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics include:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Sexual harassment

Sexual harassment is unwanted conduct of a sexual nature which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment may include:-

- Unwanted touching
- Sexual comments or jokes
- Inappropriate remarks about appearance
- Suggestive comments
- Displaying offensive material
- Unwanted advances
- Sexual gestures
- Sending inappropriate messages or images
- Repeated unwanted invitations or requests

Examples of Unacceptable Behaviour include:-

- Spreading malicious rumours
- Offensive language or jokes
- Shouting or aggressive behaviour
- Excluding individuals unfairly
- Undermining or humiliating someone
- Cyberbullying
- Sharing offensive material
- Inappropriate comments regarding sex, race, religion, disability or appearance

- Unwanted physical contact
- Intimidation or abuse of authority
- Victimisation following a complaint

Company Responsibilities

Groupbridge Ltd will:-

- Promote a respectful working environment
- Take complaints seriously
- Investigate concerns fairly and appropriately
- Maintain confidentiality where reasonably practicable
- Take reasonable steps to prevent bullying and harassment
- Provide awareness information and toolbox talks where appropriate
- Take disciplinary action where standards are breached
- Protect individuals from victimisation for raising concerns
- Monitor workplace behaviour and review procedures periodically

Employee Responsibilities

All employees and workers are expected to:-

- Treat others with dignity and respect
- Behave professionally at work and on site
- Avoid inappropriate behaviour or language
- Challenge or report unacceptable conduct where appropriate
- Co-operate with investigations
- Refrain from victimising anyone who raises a concern
- Follow company procedures and standards

Third Party Harassment

Harassment or abusive behaviour from clients, suppliers, subcontractors, members of the public or other third parties will not be tolerated.

Employees are encouraged to report concerns involving third parties so that appropriate action can be taken.

Reporting Procedure

Any employee who believes they have experienced or witnessed bullying, harassment or sexual harassment should report the matter as soon as possible to:-

- Their Manager or Supervisor, or
- The Managing Director

Reports may be made verbally or in writing.

All concerns will be treated seriously and handled as confidentially as reasonable practicable.

Investigation Procedure

Where concerns are raised:-

- Management will undertake an initial review
- Appropriate enquiries or investigations will be carried out
- Relevant parties may be interviewed
- Findings will be reviewed by management
- Appropriate action will be taken where necessary

This may include:-

- Informal resolution
- Additional training or instruction
- Disciplinary action
- Removal from site or company operations where appropriate
- The company will not tolerate retaliation or victimisation against individuals who raise genuine concerns.

Training and Awareness

Groupbridge Ltd will provide appropriate awareness measures proportionate to the size and nature of the business.

This may include:-

- Toolbox Talks
- Site Inductions
- Supervisor briefings
- Employee communications
- Policy briefings
- Management discussions

Employees are expected to familiarise themselves with this policy and comply with its requirements.

Monitoring and Review

The company will periodically review:-

- Workplace concerns and complaints
- Behavioural issues
- Site culture concerns
- Training needs
- The effectiveness of this policy

This policy will be reviewed periodically or sooner where legislation or business requirements change.

Disciplinary Action

Breaches of this policy may result in disciplinary action.

Serious cases involving harassment, sexual harassment, threats, intimidation or abusive conduct may be treated as gross misconduct.

Subcontractors or third parties may be removed from site or excluded from future work.

S Gibbons (Managing Director)

Date: 22nd May 2026

Review Date: January 2027