

## Anti-Bullying & Harassment Policy

One of the main objectives of Andrew Scott Limited, is to have a workplace which is free from harassment and bullying and to ensure that all employees, clients, contractors and suppliers are treated with dignity and respect.

It is the responsibility of all employees, suppliers and contractors, to comply with this procedure and the particular responsibility of supervisors and managers, to ensure it is carried out with a view to developing and maintaining a working environment in which harassment and bullying are understood by all to be unacceptable.

This policy covers bullying or harassment which occurs at work and out of the workplace, such as on business trips or at work related events or social functions. It covers bullying and harassment by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to the company premises

- **The position of Andrew Scott Limited on bullying and harassment is as follows;**

- All employees and contractors have a duty not to bully or harass each other, nor to help anyone else to do so.
- Andrew Scott Ltd will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whatever the seniority of the perpetrator and whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in the bringing of a complaint of harassment or bullying. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, you could be liable to compensate the victim. In some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.
- Andrew Scott Ltd will take appropriate action if any of our employees or contractors are bullied or harassed by our customers, contractors or suppliers.
- If, after investigation, we decide that you have harassed or bullied another employee or contractor, then you may be subject to disciplinary action, up to and including dismissal. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.
- Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and contractors who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.
- False accusations of harassment or bullying can have a serious effect on innocent individuals. You have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

- **Andrew Scott Limited defines the type of treatment that amounts to bullying or harassment as follows;**

- ‘Harassment’ is phrases that apply to treatment from one person (or a group of people) to another that is unwanted physical, verbal or non-verbal, that has the effect of violating that person’s dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person. A single incident can amount to harassment

- ‘Bullying’ is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always derive from authority, but can include personal strength and intimidation.

Examples of bullying and harassment include:

- Inappropriate derogatory remarks about someone’s performance
  - Unwanted physical conduct or “horseplay”
  - Overbearing and intimidating levels of supervision
  - Verbal abuse or offensive comments, jokes or pranks related to age, disability, health, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, colour, nationality, ethnic or national origin, religion, belief, sex or sexual orientation;
  - Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
  - Display of ‘pin-ups’, pornography, inflammatory or abusive literature or graffiti
  - Deliberate exclusion from conversations or work activities
  - Withholding information, a person needs in order to do their job
  - Practical jokes, initiation ceremonies or inappropriate birthday rituals
  - Physical abuse such as hitting, pushing, grabbing, pinching or jostling
  - Psychological threats
  - Rifling through, hiding or damaging personal property
  - Subjecting a person to humiliation or mocking, mimicking, ridicule, belittling their efforts, often in front of others
  - Offensive e-mails, text messages or posting comments, rumours, abuse or photographs on social media sites.
- This policy also includes “cyber bullying”, which is the act of harming or harassing an individual via information technology / social media networks in a repeated and deliberate manner.
  - Bullying does not include appropriate criticism of an employee’s behaviour, conduct or proper performance management.
  - It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.
  - **What you should do if you are being bullied or harassed by a customer or supplier.**
  - If you are being bullied or harassed by a customer, supplier or someone else with whom you come into contact at work, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, please raise this with your immediate manager, or speak to Hayley Lodwig HR Manager or David Hadley Financial Director at the Grange. They will then decide how best to deal with the situation, in consultation with you and resolve the issue formally or informally.
  - **What you should do if you are being bullied or harassed by a colleague.**

## Informal resolution

- If you are being bullied or harassed by another employee or contractor, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask your manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).
- If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with David Hadley Financial Director. He can try to resolve the situation informally by telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a fellow employee; such behaviour is contrary to our policy; and the continuation of such behaviour could amount to a serious disciplinary offence. It may be possible for the Andrew Scott Limited representative to have this conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.
- In certain circumstances, we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. This will be discussed with you if it is appropriate.
- If your complaint is resolved informally, the alleged perpetrator(s) will not be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of sexual harassment or in cases where the behaviour has occurred before) Andrew Scott Limited may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. The company will consult with you before taking this step.

## Formal complaint procedure

- If informal resolution is unsuccessful or inappropriate, you should raise the matter formally under our grievance procedure. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s).
- Andrew Scott Limited will first investigate the complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):
  - the name of the alleged perpetrator(s),
  - the nature of the harassment or bullying,
  - the dates and times the harassment or bullying occurred,
  - the names of any witnesses,
  - copies of any physical or digital evidence (in the event of alleged cyber bullying),
  - and any action taken by you to resolve the matter informally.
- The alleged perpetrator(s) would normally need to be told your name and the details of your complaint in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible.

- Where you and the alleged perpetrator(s) work in close proximity to each other, the company may think it inappropriate for you to continue to do so whilst the complaint is being investigated and during any consequent disciplinary proceedings. If so, we may decide to:

- transfer one of you;
  - transfer both of you;
  - send one of you home on full pay; or
  - send both of you home on full pay.
- After the investigation, the company representative will meet with you to consider the complaint and the findings of the investigation. At the meeting, you may be accompanied by a fellow worker or a trade union official.
  - After the meeting (and normally within five working days), the company will write to you to inform you of our decision and to notify you of your right to appeal to the Managing Director if you are dissatisfied with the outcome. You should put your appeal in writing, explaining the reasons why you are dissatisfied with our decision. You should submit your appeal within five working days of receiving written confirmation of our decision. If you submit an appeal, you will be invited to attend a meeting to consider it. The company will write to you afterwards to confirm our final decision.
  - Where the company believes that a disciplinary offence may have been committed, this will instigate our disciplinary procedure. The company will keep you informed of the outcome.
  - Information about a complaint by or about an employee may be placed on the employee's personal file, along with a record of the outcome and of any notes or other documents compiled during the process.

This policy shall be reviewed periodically to ensure its compliance with the relevant standards.

The Andrew Scott Limited. Board of Directors has the overall responsibility for this policy.

This procedure does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

It is the responsibility of management and employees to implement this policy together with their collective and individual responsibilities. Individuals' responsibilities under this policy are set out in Job Descriptions and project documents.

**Signed:**

**Revision: Rev 6 7<sup>th</sup> May 2024**



# Andrew Scott

Quality and Innovation



Tel: 01639 889 800

Scott House, Phoenix Park, Dublin 18, D18 9DH

M. Bowen

Managing Director (with Health, Safety and Environmental Responsibilities)

**Andrew Scott Limited**

