



Bullying and Harassment Policy

February 2023



Introduction

Urban Construction Management Ltd is committed to providing a working environment free from bullying and harassment. We aim to ensure that all staff are treated, and treat others, with dignity and respect.

This policy covers bullying or harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions.

This policy applies to all staff at all levels including employees, management, agency and casual workers, and independent contractors.

What is harassment?

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories.

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;
- offensive e-mails, text messages or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.



What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority.

Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- shouting at staff;
- persistently picking on people in front of others or in private;
- blocking promotion and training opportunities;
- regularly and deliberately ignoring or excluding staff from work activities or work-related social events;
- setting a person up to fail by overloading them with work or setting impossible deadlines;
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a staff member's performance or behaviour, or reasonable management instructions, do not amount to bullying.



Breaches of this Policy

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with in accordance with our disciplinary procedure. Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our disciplinary procedure.

If you believe you are being Harassed or Bullied

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible. Explain the situation and how it has made you feel. It can be helpful to describe the event, so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour. Alternatively, you may speak to your manager who can provide confidential advice and assistance in resolving the issue formally or informally.

If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our grievance procedure. All complaints will be investigated in accordance with our grievance procedure.

If we consider that there is sufficient evidence to suggest you have been harassed or bullied we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.



Disciplinary Procedure

Purpose and scope

The Company's aim is to encourage improvement in individual conduct. This procedure sets out the action which will be taken when disciplinary rules are breached.

Principles

- a) The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- b) At every stage you will have the opportunity to state your case and be accompanied, if you wish, at the hearings by a shop steward if appropriate, or by a fellow employee.
- c) You have the right to appeal against any disciplinary penalty.

The Procedure

Stage 1 – Oral warning

If your conduct or performance is unsatisfactory you will be given an **ORAL WARNING**, which will be recorded. The warning will be disregarded after 12 months satisfactory service.

Stage 2 – Written warning

If the offence is serious, if there is no improvement in your standards, or if a further offence occurs, you will be given a **WRITTEN WARNING** which will include the reason for the warning and a note that, if there is no improvement after 12 months, a final written warning will be given.

Stage 3 – Final written warning

If your conduct or performance is still unsatisfactory, a **FINAL WRITTEN WARNING** will be given making it clear that any recurrence of the offence or other serious misconduct within a period of 12 months will result in dismissal.

Stage 4 – Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs, you will be **DISMISSED**.

Entry into the procedure can be at any of the above stages depending on the seriousness of the offence.



Disciplinary Procedure Continued

Gross misconduct

If, after, investigation, it is confirmed that you have committed one of the following offences (the list is not exhaustive), you will normally be dismissed:

- theft
- fraud
- physical assault
- gross insubordination
- damage to company property
- incapacity for work due to being under the influence of alcohol or illegal drugs

While alleged gross misconduct is being investigated, you may be suspended, during which time the normal hourly rate will be paid. Any decision to dismiss will be taken by your employer only after a full investigation.

Appeals

If you wish to appeal against any disciplinary decision, you must do so within two working days. Your employer will hear the appeal and decide the case as impartially as possible.

Grievance Procedure

It is Company policy to ensure that any employee with a grievance has access to a procedure which can lead to a speedy resolution of the grievance in a fair manner.

Stage 1

If you have a grievance about your employment, you should first raise it orally with your immediate supervisor, who should give you a reply within two working days.

Stage 2

If the reply given at stage 1 does not satisfactorily resolve the grievance, you should detail the grievance in writing. The written grievance will then be submitted to the office manager.

Stage 3

If the matter is not resolved satisfactorily within five working days, you may elect to appeal to the managing director, who will give a decision within five working days. This decision will be final.

Entry into the procedure can be at any of the above stages depending on the seriousness of the offence.



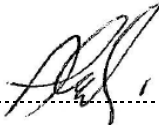
Communication

Urban Construction Management Ltd will ensure:

- A copy of the Bullying and Harassment Policy and relevant literature is displayed on the Notice Board at the main office, it is available in our company intranet system and website
- The provision of information, instruction, training and supervision of new employees and ensure the availability of for suitable and sufficient information
- All employees will be issued with a copy of the Bullying and Harassment Policy for their reference. A receipt will be obtained and held in the Office files
- Records of all Bullying and Harassment training are kept in the Office files
- The Company will ensure that the information and guidance given within the manual is continually reviewed and updated. Additional procedures and guidance notes will be issued to cover new fields of activity not previously covered

The policy will be monitored and reviewed annually.

Name: Mr Mahmood Abedi

Signature: 

Position: Managing Director

Date: 2nd February 2023

Review date: 1st February 2024



Receipt of Bullying and Harassment Policy Manual

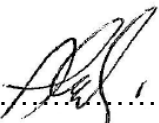
Urban Construction Management Ltd have compiled a Bullying and Harassment policy manual

It is the organisation's policy to issue each employee with a copy of the Bullying and Harassment policy manual. It is important that you read and understand the details written within this manual prior to signing your name at the bottom of this page.

I confirm that I have read and understand the contents of the Bullying and Harassment policy manual.

Date.....02/02/2023.....

NameMAHMOOD ABEDI.....

Signature..........

Please return this form to Head Office.