

## Anti-Harassment and Bullying Policy

*“Consider your behavior to others”*

### *Introduction*

The purpose of this policy is to communicate to all employees, with no exclusions, that Smart Platform Rental Ltd have a Zero Tolerance approach to harassment and bullying behavior. Employees found in violation of this policy will be disciplined, up to and including dismissal.

Harassment or victimization of any kind including age, disability, gender, race, religion or belief, sex or sexual orientation is unacceptable.

Smart Platform Rental Ltd recognize that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

The aim of this policy is to inform employees of some of the types of behavior that is unacceptable and provide employees who believe they are the victims of personal harassment with a means of redress.

Smart Platform Rental Ltd recognize that we have a duty to implement this policy and all employees are expected to comply with it.

### *Harassment*

Personal harassment takes many forms and employees may not always realize that their behavior constitutes harassment. Personal harassment is unwanted behavior and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments about appearance
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- unwelcome touching
- abusive, threatening or insulting words or behavior
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimization
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

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## *Bullying*

Bullying may be intentional or unintentional but it's still bullying and will be treated as such when considering disciplinary action. As in all harassment, it is the effect of the behavior on the individual that is significant. Bullying can be verbal, physical, gesticulation and or exclusion.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism.
- Public unjust reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work.
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Smart Platform Rental encourage anyone who thinks they may be subject to bully or harassment or thinks they have witnessed any to come forward, it is better to be genuinely mistaken than to let actual bullying or harassment go unreported.

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## *Consequences of Harassment & Bullying*

Harassment and bullying are unacceptable behaviors because they breach principles of equality and fairness, and frequently represents an abuse of power and authority.

People who have been harassed and or bullied often suffer from a range of stress-related illnesses. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

People who witness harassment and or bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the behavior, and they can become intimidated and perform less efficiently fearing that they may be the next victim.

## *What to do in cases of harassment and or bullying*

Any employee who feels he or she has been victimized by harassment and or bullying is encouraged to report the matter to his or her manager, or to a director if the manager is the perpetrator.


- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

Disciplinary action will be taken against anyone who harasses or bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.



Andy Burt  
Managing  
Director  
14/06/2021

Policy Reviewed

Signed:   
Andy Burt (Mar 4, 2022 15:56 GMT)  
Dated: Mar 4, 2022

Andy Burt  
Managing Director

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