

BULLYING & HARASSMENT POLICY

PCF Construction recognises that all employees have the right to be treated with respect and are entitled to work in an environment free from bullying and harassment. The company prohibits bullying and harassment in the workplace, whether committed by or against managers, co-workers, clients or visitors. The company wants to ensure employees work and develop in an environment that is respectful and productive.

The Company's Bullying and Harassment Policy and the measures to implement it have been devised on the basis of advice from the relevant bodies as well as in consultation with the appropriate union and/or employee representative.

Compliance with the Company's policy in relation to Bullying and Harassment is regarded as part of our employee contract of employment. Should an employee for any reason be found in breach of this document, action may be taken against them which may result in dismissal.

Bullying - is the intimidation or belittling of someone through the misuse of power or position, which leaves the recipient feeling hurt, upset, vulnerable or helpless.

Harassment - is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

The company will ensure that all employees are aware that everyone is different in their interpretation of "Bullying" and "Harassment" and what may be acceptable to one person may not be acceptable to another. The outcome is defined by how the recipient feels and not by what the bully/harasser intended. The following examples would be included as forms of Bullying and Harassment (**However it is by no means exhaustive**):

- Physical Abuse e.g. Pushing, Hitting, Shaking or Blocking a person's path
- Verbal Abuse e.g. Shouting and swearing at an individual, making threats
- Personal insults and name calling
- Spreading malicious rumours
- Persistent criticism and belittling
- Racial abuse
- Requests for and insistence on sexual favours
- Threat of dismissal or loss of promotion for refusal of sexual favours
- Insensitive jokes or pranks or lewd comments
- Setting unrealistic targets
- Displays of offensive materials
- Excessive close supervision with unreasonable fault-finding

Responsibilities

All Employees

All employees have a personal responsibility not to harass or bully other members of staff, or to condone harassment or bullying by others. Harassment and bullying are misconduct and action may be taken under the disciplinary procedure against any employee found to have harassed or bullied an individual at work. Employees should also be aware that they could also be personally liable by law if they harass

anyone at work. All employees have a duty to assist in the creation of a safe working environment, where unacceptable behaviour is not tolerated. This may include challenging unacceptable behaviour, ensuring their own behaviour does not contribute to or collude with unacceptable behaviour, and cooperating fully in any investigation undertaken by the company. Any employee who becomes aware of harassment or bullying occurring should bring the matter to the attention of his/her manager.

Management

Management has an obligation to prevent harassment or bullying and to take immediate action once it has been identified whether or not a complaint has been made. Management must ensure that the workplace under their control is one where everyone has the right to be treated with dignity and respect. They should respond to complaints swiftly and sensitively, and be aware of behaviour which would cause offence, if necessary, reminding employees of expected standards. It may not always be appropriate for a member of management to be involved with specific complaints. For example, if the complainant is male and wishes to speak to a male but the responsible member of management is female or if the complaint relates to the conduct of the responsible member of management. The harassment procedure sets out the alternatives for such instances.

Complaint Procedure

The Company seeks to encourage employees to come forward in complete confidence with any harassment, bullying or victimisation grievances or complaints they may have, and the Grievance Procedure should be followed in this respect. The procedure allows for problems to be resolved informally or through mediation (with consent from all parties) where possible, or formally. The complainant may elect to use either of these options, depending on the severity of the complaint. Complainants are advised to keep a record of incidents at all stages whilst the details are still clear as this will help to deal with the issues later on.

Signed:  Date: 26/04/26

Steve Avery
Director