

Bullying and Harassment Policy



1. Introduction:

CM Building and Landscaping LTD is committed to providing a work environment that is free from bullying and harassment. This Bullying and Harassment Policy (“the Policy”) outlines the company’s approach to preventing and addressing any form of bullying or harassment within the workplace.

2. Scope:

This policy applies to all employees, contractors, consultants, visitors, and any other individuals involved in the activities of CM Building and Landscaping LTD.

3. Definitions:

- **Bullying:** Repeated inappropriate behaviour, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, that could reasonably be regarded as undermining an individual’s dignity and well-being at work.
- **Harassment:** Unwanted conduct affecting the dignity of individuals in the workplace. It may be related to age, sex, race, disability, religion, nationality, or any personal characteristic of the individual and may be persistent or an isolated incident.

4. Policy Statement:

CM Building and Landscaping LTD is committed to creating a respectful workplace for all its staff. The company strictly prohibits any form of bullying or harassment. All individuals working for or with CM Building and Landscaping LTD are expected to treat others with dignity and respect.

5. Responsibilities:

- Management should set a positive example and take necessary steps to prevent bullying and harassment. They should address any incidents that they become aware of, whether or not a formal complaint has been made.
- Employees are responsible for ensuring that their behaviour does not cause bullying or harassment and for respecting the rights of their colleagues.

6. Reporting Procedures:

Any person who believes they have been subjected to bullying or harassment is encouraged to report the incident to their manager or the HR department. CM Building and Landscaping LTD assures all employees that complaints will be treated confidentially and promptly.

7. Investigation:

CM Building and Landscaping LTD will thoroughly investigate all reports of bullying or harassment. Investigations will be conducted in a manner that is sensitive to the parties involved. Any person found to have breached this policy may face disciplinary action, up to and including termination of employment.

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8. Protection and Support for Complainants:

Retaliation against an individual for reporting bullying or harassment, or for participating in an investigation, is strictly prohibited. The company will ensure support is available for victims of bullying and harassment and will take steps to ensure their well-being.

9. Training and Awareness:

Regular training and awareness-raising activities will be conducted to ensure that all employees are aware of the company's stance on bullying and harassment and are familiar with the procedures for reporting and addressing such issues.

10. Monitoring and Review:

This policy will be monitored regularly to assess its effectiveness and will be updated as necessary to reflect changes in employment law or best practice.

11. Communication:

This policy will be communicated to all staff and should be easily accessible within the workplace.

12. Record Keeping:

Records of complaints, including investigations and outcomes, will be maintained confidentially in accordance with applicable data protection laws.

Subject to review, monitoring / revision by: Craig Merriman, Director 12 months or sooner if work activity changes. Next Review – January 2025

Craig Merriman

Director,

CM Building and Landscaping LTD

01/01/2024

A handwritten signature in black ink, appearing to read "C. Merriman", is placed below the printed name and title.