

Harassment Free Workplace Policy

Our commitment to a harassment and bullying free workplace

We are committed to promoting a working environment based on dignity, trust and respect; and one that is free from discrimination, harassment, bullying or victimisation. This includes sexual harassment. Our policy is relevant to all stages of the employment relationship.

We maintain zero-tolerance towards bullying and harassment and strongly encourage anyone who experiences or witnesses such behaviour while doing business with us to report it so we can take appropriate action.

Our expectations

We expect all our employees, workers, customers, clients, suppliers, contractors, agency staff, consultants, partners and any other stakeholders to take personal responsibility for observing and complying with the principles of this policy.

Any dealings we have with third parties, including customers, clients, suppliers, contractors, agency staff, consultants and partners must be free from discrimination, harassment, victimisation or bullying.

If any of our team are found to have committed, authorised or condoned bullying or harassment, we will take disciplinary action against them, up to and including dismissal.

We expect our suppliers, contractors and partners to have their own policy in place and to take action to prevent and deal with bullying and harassment appropriately. If any of our team experience bullying or harassment from a third party in the course of their employment with us, we encourage them to raise this. Any complaints from our team relating to harassment from a third party will be treated with the utmost importance.

Where harassment by a third party has been reported, we will investigate and contact the third party with our findings to agree what action is to be taken as a result. In serious cases, this could result in us ending our business relationship with them.

Actions and commitments to preventing and dealing with workplace bullying and harassment

- **Zero tolerance:** we will not tolerate any behaviour that creates a hostile, intimidating, offensive, or abusive work environment
- **Policy:** we have a comprehensive anti-bullying and anti-harassment policy in place which communicates our clear reporting methods
- **HR:** we provide advice and guidance to all employees, and have an impartial independent HR consultant available to raise concerns to
- **Risk assessments:** sexual harassment risk assessments are undertaken and reviewed
- **Prompt investigation:** any complaints or concerns of any type of harassment or bullying will be promptly, impartially and thoroughly investigated
- **Fair action:** we are committed to taking appropriate action to resolve any complaints or concerns

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- **Prevention and training:** we provide training to our employees and managers to prevent bullying, harassment and sexual harassment, and promote a positive and safe environment
- **Confidentiality:** we will treat all complaints or concerns raised with the utmost confidentiality
- **Culture:** we expect all individuals who interact with our Company to treat each other with courtesy and respect; we conduct regular internal reviews of our workplace culture

This policy is reviewed annually and may be amended by the company periodically.

Reporting

If you believe you have experienced or witnessed harassment, please report it immediately to Suzanne Clark either by email suzanneclark@buxtonbuilding.co.uk or phone 01883 348921



Suzanne Clark
Finance Director
Buxton Building Contractors Ltd

Date: 17 January 2025
Next Revision Date: 08 April 2025