

Harassment and Bullying Policy

1. Introduction

A4 FM LTD is committed to providing a work environment that is free from harassment, bullying, discrimination, and intimidation. We believe that all employees have the right to work in an atmosphere of mutual respect and dignity. This Harassment and Bullying Policy outlines our commitment to preventing and addressing harassment and bullying in the workplace.

2. Scope

This policy applies to all employees, contractors, clients, visitors, and other individuals associated with A4 FM LTD. It covers all forms of harassment and bullying, including but not limited to verbal, physical, written, and electronic harassment.

3. Definition

Harassment and bullying are defined as any unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This can include, but is not limited to, behavior that is based on age, race, ethnicity, gender, sexual orientation, disability, religion, or any other protected characteristic.

4. Prohibited Conduct

Examples of prohibited conduct include:

- Verbal abuse, insults, derogatory remarks, or offensive jokes related to a person's protected characteristics.
- Physical intimidation, threats, or gestures that cause fear or discomfort.
- Displaying or circulating offensive materials, images, or messages.
- Excluding or isolating individuals from work-related activities or opportunities.
- Cyberbullying, including harassing or threatening messages sent via email, social media, or other electronic platforms.

5. Reporting Procedure

Employees who believe they have been subjected to harassment or bullying, or who witness such behavior, are encouraged to report it promptly. Reports can be made to:

- Tasawar Ashraf , info@a4fm.co.uk

Reports can be made verbally or in writing, and confidentiality will be maintained to the fullest extent possible. Employees are encouraged to provide as much detail as possible when making a report, including dates, times, locations, and descriptions of the behavior.

6. Investigation and Resolution

All reports of harassment or bullying will be taken seriously and investigated promptly and impartially. Investigations will be conducted in accordance with A4 FM LTD's disciplinary procedures and may involve interviews with the complainant, the alleged perpetrator, and any witnesses.

If harassment or bullying is substantiated, appropriate disciplinary action will be taken, up to and including termination of employment. A4 FM LTD is committed to providing support to victims of harassment or bullying and will take steps to prevent retaliation against individuals who make good-faith reports.

7. Training and Awareness

A4 FM LTD will provide training and awareness programs for employees to recognise, prevent, and address harassment and bullying in the workplace. These programs will cover the company's policies and procedures, as well as strategies for creating a respectful and inclusive work environment.

8. Conclusion

A4 FM LTD is committed to fostering a workplace culture that values respect, dignity, and professionalism. Harassment and bullying will not be tolerated under any circumstances, and all employees are expected to conduct themselves in accordance with this policy.

Amendment History

Issue	Date	Amendment Details
1	March 2024	Initial Release