

ANTI-HARASSMENT AND BULLYING POLICY

Statement and purpose of policy

We have implemented this notice to inform you, as potential employee of ZR Recruits

What is Harassment?

1. Harassment is any physical behaviour, verbal or non-verbal.

Examples

- a. Unwelcomed physical contact
- b. Mocking, mimicking, or belittling a person's disability, appearance, accent.
- c. Unwelcome requests for sexual acts or favours
- d. Repeated requests, either explicitly or implicitly
- e. Unwelcomed requests for sexual acts or favours
- f. Repeated requests for social contact or after it has been made clear that requests are unwelcome.

What is bullying?

2. Bullying is any physical behaviour, verbal or non-verbal.

Examples

- a. Unfair treatment
- b. Overbearing and intimidating levels of supervision
- c. Physical or psychological threats
- d. Constantly changing targets to cause someone to fail.

What is Victimisation?

3. Victimisation occurs where a member of staff is subjected to detrimental treatment because they have made an allegation of harassment.

What to do if you are being bullied or harassed?

- a. Consider raising the problem informally with the person responsible.
- b. If you cannot speak to the person responsible, speak to your Employer's HR Department

Supporting and protecting those involved

- a. Staff who make complaints will not suffer any form of victimisation or retaliation as a result.
- b. Anyone found to have victimised or retaliated against someone will be subject to disciplinary.

Keeping Record

8. Information regarding complaints will be recorded onto their personnel file.
9. Data will be processed in accordance with the Employer's Data Protection Policy

For more information on how we use personal data, refer to our Data Protection Policy

If you have any questions or concerns about anything in this policy, please contact zoe.russell@zrrecruitsltd.co.uk.