

## **Violence & Harassment Policy**

### **Statement:**

Patrolsec Ltd recognizes that harassment, encompassing discrimination, bullying, and intimidation, can have serious repercussions for our organization. Harassment is defined as any behaviour or remarks that cause offense and threaten, humiliate, or embarrass individuals. Victims of harassment often experience stress, depression, low self-esteem, lack of motivation, and confusion, which can adversely affect job performance, attendance, staff turnover, morale, and health. We have a duty to eradicate all forms of harassment, taking action when identified.

### **Aims:**

This policy aims to prevent harassment, both physical and mental, and create a safe and non-threatening environment. It provides employees, volunteers, and service users with a mechanism to report harassment and discrimination and addresses those accused of breaching this policy.

### **Examples of Unacceptable Behaviour:**

- Spreading malicious rumours, insulting others based on race, sex, disability, sexual orientation, religion, or belief.
- Copying and distributing critical emails, memos, or correspondence.
- Ridiculing or demeaning individuals.
- Excluding or victimizing.
- Unfair treatment.
- Overbearing supervision or misuse of power.
- Unwelcome sexual advances.
- Making threats about job security without foundation.
- Deliberately undermining competent workers.
- Blocking promotion or training opportunities.
- Unwelcome violent behaviour.

This list is not exhaustive; any comparable behaviour falls within this policy.

### **Action to Prevent Violence/Harassment:**

- All staff, management, and volunteers will receive this policy during induction.
- They will be part of the policy review process and receive updates.
- Training on the policy will be available upon request.



- Team leaders will be trained to raise awareness of harassment and its prevention.
- All individuals are responsible for not practicing or encouraging harassment.
- All harassment complaints will be treated fairly, confidentially, and sympathetically.

**Legislation:**

Harassment is punishable under the Criminal Justice and Public Order Act 1994, with convictions resulting in imprisonment or fines. Various legislative acts protect individuals against discrimination, harassment, and victimization. These include the Sex Discrimination Act, Race Relations Act 1976, Disability Discrimination Act 1995, and Employment Equality Regulations 2003 for sexual orientation and religion or beliefs.

The Managing Director shall review this policy annually or following significant changes.

*M. Naeem*

Patrolsec Ltd.

Review date: 12/10/23