



Bullying and Harassment Policy

Policy Statement

Johnston Vulcanising and Services Ltd. is committed to providing a safe and respectful working environment free from bullying and harassment. This policy outlines the measures in place to prevent and address workplace bullying and harassment, ensuring compliance with UK law, including the Equality Act 2010 and the Health and Safety at Work Act 1974.

Scope

This policy applies to all employees, contractors, and visitors of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, sites, and offices in the UK.

Responsibilities

- **Senior Management:** Ensure overall compliance with anti-bullying and harassment regulations, provide necessary resources for implementing this policy, and promote a culture of respect and inclusion.
- **Human Resources (HR) Officer:** Oversee the implementation and monitoring of this policy, handle complaints and investigations, and provide training and guidance.
- **Managers and Supervisors:** Ensure staff follow the policy, address any issues promptly, and report any concerns or incidents to HR.
- **All Employees and Contractors:** Comply with the policy, report any issues, and participate in relevant training and awareness programs.

Procedures

1. Definitions

- **Bullying:** Offensive, intimidating, malicious, or insulting behavior, or an abuse or misuse of power that undermines, humiliates, or injures the recipient.
- **Harassment:** Unwanted conduct related to a protected characteristic (such as age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

2. Prevention Measures

- Promote a workplace culture that values respect, dignity, and inclusion.
- Implement and communicate clear policies and procedures regarding bullying and harassment.
- Provide training for all employees and contractors on recognizing and preventing bullying and harassment.
- Encourage open communication and provide channels for employees to raise concerns without fear of retaliation.

3. Reporting Bullying and Harassment

- Employees and contractors can report bullying or harassment through the following channels:



- **Email:** Send an email to HR at HR@jvsuk.co.uk.
 - **Phone:** Call the HR department at 07495 376466.
 - **In Person:** Speak directly with a manager, supervisor, or HR representative.
 - Reports should include details of the behavior, relevant dates, names of individuals involved, and any supporting evidence.
4. **Handling and Investigating Complaints**
- Upon receiving a report, HR will acknowledge receipt within five working days.
 - HR will conduct a preliminary assessment to determine the validity of the complaint and the appropriate course of action.
 - If an investigation is warranted, it will be conducted promptly, thoroughly, and impartially. The investigation may involve interviews, document reviews, and other relevant methods.
 - The findings of the investigation will be documented, and appropriate corrective actions will be taken based on the findings.
5. **Support for Complainants**
- Provide support for employees who experience bullying or harassment, including access to counseling and employee assistance programs.
 - Ensure confidentiality is maintained throughout the complaint handling process, to the extent possible.
6. **Disciplinary Action**
- If the investigation confirms bullying or harassment, appropriate disciplinary action will be taken against the perpetrator, which may include verbal or written warnings, suspension, or termination of employment.
 - Communicate the outcome of the investigation to the complainant and the perpetrator.
7. **Training and Awareness**
- Provide regular training for all employees and contractors on the bullying and harassment policy and procedures.
 - Include anti-bullying and harassment training as part of the induction process for new employees.
 - Conduct regular refresher training and update employees on any changes to the policy or procedures.
8. **Monitoring and Review**
- Monitor the effectiveness of the bullying and harassment policy and procedures through regular reviews and audits.
 - Review and update the policy and procedures as necessary to reflect changes in legislation, industry standards, and company operations.
 - Incorporate feedback from employees, investigations, and audits into policy updates.
9. **Record Keeping**
- Maintain accurate records of all complaints, investigations, and outcomes.
 - Ensure records are kept confidential and comply with legal requirements for documentation and retention.

Commitment



Johnston Vulcanising and Services Ltd. is dedicated to ensuring a safe, respectful, and inclusive working environment for all employees, contractors, and visitors. We expect all personnel to adhere to this policy and report any concerns promptly.

Contact

For any questions or concerns about this policy, please contact Aaron Johnston by email at Aaron@jvsuk.co.uk or call 07495 376466.

Signed: A Johnston
Date: 21/05/2025