

Bullying and Harassment Policy

1. Purpose

The purpose of this policy is to ensure a safe, respectful, and inclusive environment for all employees, personnel, work experience or members of Statom Group. This policy outlines expectations for behaviour, the procedures for reporting and addressing bullying and harassment, and the consequences of violating this policy.

2. Scope

This policy applies to all employees, personnel, students, contractors, volunteers, and any other individuals associated with Statom Group, whether on or off the premises, including online activities.

3. Definition of Bullying and Harassment

- **Bullying:** Repeated, unreasonable behaviour directed towards an individual or group that poses a risk to health and safety. Bullying can be physical, verbal, or psychological and may include actions such as spreading rumours, intimidating behaviour, and social exclusion
- **Harassment:** Unwanted behaviour related to a protected characteristic (e.g., age, sex, race, disability, religion) that violates an individual's dignity or creates an intimidating, hostile, degrading, or offensive environment. Harassment can be verbal, non-verbal, or physical.

4. Examples of Bullying and Harassment

Examples include but are not limited to:

- Verbal abuse or insults
- Unwanted physical contact
- Spreading malicious rumours
- Intimidation or threats
- Humiliating or belittling comments
- Exclusion from activities or groups
- Cyberbullying or online harassment

5. Reporting Procedures

- **How to Report:** Individuals who believe they have been subjected to bullying or harassment should report the incident to their supervisor, HR department, or a designated representative as soon as possible.
- **Confidentiality:** All reports will be treated with the highest level of confidentiality, and information will only be shared on a need-to-know basis.
- **No Retaliation:** Statom Group strictly prohibits retaliation against anyone who reports bullying or harassment in good faith.

6. Investigation Process

- **Initiation:** Upon receiving a report, Statom Group will promptly initiate an investigation. This may include interviews with the complainant, the alleged perpetrator, and any witnesses.
- **Impartiality:** The investigation will be conducted impartially and thoroughly, with a written report summarizing the findings.
- **Outcome:** The outcome of the investigation will be communicated to the involved parties, along with any corrective actions to be taken.

7. Consequences of Policy Violations

Individuals found to have engaged in bullying or harassment may face disciplinary actions, up to and including termination of employment or expulsion. In some cases, legal action may be pursued if the behaviour violates local, state, or federal laws.

8. Support for Affected Individuals

Statom Group will provide support to individuals who have experienced bullying or harassment, which may include mediation or other appropriate resources.

9. Grievance Procedures

- **Informal Stage:** Employees are encouraged to first attempt to resolve issues informally by discussing them with their line manager. If the grievance involves the line manager, the issue should be raised with Human Resources
- **Formal Stage:**
 - **Written Grievance:** If the issue cannot be resolved informally, the employee must submit a formal written grievance within 14 days. This document should detail the nature of the complaint and be sent to Human Resources.
 - **Hearing:** A formal hearing will be arranged within seven days of receiving the grievance. The employee may be accompanied by a work colleague. The outcome of the hearing will be communicated in writing within seven days.
- **Appeal Stage:**
 - **Filing an Appeal:** If the employee is dissatisfied with the hearing's outcome, they can submit a written appeal within seven days of receiving the decision. The appeal should explain the grounds for contesting the decision.
 - **Appeal Hearing:** The appeal hearing will be conducted similarly to the initial hearing, with the employee having the right to be accompanied. The result of the appeal will be provided in writing within seven days.

10. Training and Awareness

Statom Group Ltd is committed to educating all members of the organization on the importance of this policy through training sessions, workshops, and communication campaigns.

11. Review and Monitoring

This policy will be reviewed annually to ensure it remains relevant and effective. Necessary updates will be made, and the revised policy will be communicated to all members of the organization.

12. Contact Information

For more information or to report an incident, please contact Martina Oyite Head of HR/L&D at 07703 808 121 or martina.oyite@statom.co.uk

Effective Date: 01/09/2024

Policy Owner: Martina Oyite – Head of HR

Review Date: 31/08/2025



Approved by - Paul Whelan – Managing Director

