



# SMART 5 Consulting Limited

## Bullying and Harassment Policy

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Effective Date: 12-06-2024

## 1. Introduction

SMART 5 CONSULTING LIMITED ("the Company") is committed to providing a safe, respectful, and inclusive work environment free from bullying and harassment. This policy outlines our approach to preventing and addressing bullying and harassment in the workplace.

## 2. Purpose

The purpose of this policy is to define bullying and harassment, set out the Company's commitment to preventing such behaviors, and provide procedures for reporting and addressing incidents.

## 3. Scope

This policy applies to all employees, contractors, consultants, temporary workers, volunteers, interns, and agents ("employees") working for or on behalf of the Company. It also extends to interactions with clients, suppliers, and other third parties.

## 4. Definitions

- Bullying: Repeated, unreasonable behavior directed towards an individual or group that creates a risk to health and safety. It includes verbal, physical, social, or psychological abuse.
- Harassment: Unwanted conduct related to a protected characteristic that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This includes sexual harassment.

## 5. Policy Statements

- Zero Tolerance: The Company has a zero-tolerance policy for bullying and harassment. All forms of bullying and harassment are unacceptable and will not be tolerated.
- Respect and Dignity: All employees are expected to treat each other with respect and dignity. This includes respecting differences and promoting an inclusive environment.
- Confidentiality: All reports of bullying and harassment will be treated confidentially. Information will only be shared with individuals involved in the investigation and resolution process.

## 6. Examples of Bullying and Harassment



- Bullying:
  - Spreading malicious rumors or gossip.
  - Excluding or isolating someone socially.
  - Undermining or deliberately impeding someone's work.
  - Making threats or abusive comments.
  
- Harassment:
  - Unwanted physical contact or invasion of personal space.
  - Displaying offensive materials.
  - Unwelcome sexual advances or requests for sexual favors.
  - Comments or jokes based on race, gender, disability, or other protected characteristics.

## 7. Responsibilities

- Management: Promote a culture of respect and dignity. Ensure that employees understand this policy and are aware of their responsibilities. Address any reports of bullying or harassment promptly and fairly.
- Employees: Treat colleagues with respect and dignity. Report any incidents of bullying or harassment to their manager or the designated HR representative.

## 8. Reporting and Investigation

- Reporting: Employees who experience or witness bullying or harassment should report it to their manager or the designated HR representative. Reports can be made verbally or in writing.
- Investigation: All reports will be investigated promptly, thoroughly, and impartially. The Company will take appropriate action based on the investigation findings.

## 9. Support for Affected Employees

- Counseling: Employees affected by bullying or harassment will be offered counseling and support services.
- Interim Measures: The Company may implement interim measures to protect employees during the investigation process, such as temporary reassignment or leave.

## 10. Disciplinary Action

- Consequences: Any employee found to have engaged in bullying or harassment will face disciplinary action, up to and including termination of employment.

- False Reports: Making false or malicious reports of bullying or harassment is also a serious offense and will be subject to disciplinary action.

## 11. Monitoring and Review

- The Company will regularly monitor and review this policy to ensure its effectiveness. Feedback from employees and changes in legislation will be considered in policy updates.

## 12. Contact Information

For any questions or concerns regarding this policy, please contact:

SMART 5 CONSULTING LIMITED

Registered Address: 23 Quarles Park Road, Chadwell Heath, Romford, RM6 4DE, UK

Email: [appropriate contact email]

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## Acknowledgment

I, [Employee Name], acknowledge that I have read and understood the Bullying and Harassment Policy of SMART 5 CONSULTING LIMITED, and I agree to comply with it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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This policy will be reviewed annually and may be amended at any time to ensure its effectiveness.

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SMART 5 CONSULTING LIMITED

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