

ANTI HARASSMENT POLICY

A FU⁺UREPLUS GUIDE

WHAT IS AN ANTI- HARASSMENT POLICY?

An **anti-harassment policy** sets out the stance your organisation takes with regards to **harassment, sexual harassment, victimisation** and **bullying**, and outlines the procedures and processes you have put in place for reporting harassment-related complaints.

The policy can be incorporated into your Employee Handbook or can be a stand-alone document.

YOUR POLICY



What is harassment?

Harassment is inflicting any behaviour that is **unwanted** by the recipient, or that makes the recipient feel **intimidated** or **humiliated**.

Definitions of harassment tend to refer to behaviour that is **offensive** and **intrusive**, with a **sexual**, **racial** or **physical** element. Examples include, but are not limited to, inappropriate jokes or physical gestures, spoken, written or physical abuse, or offensive emails or social media comments.

Harassment is covered in UK law by acts such as the Sex Discrimination Act, the Race Relations Act, and the Disability Discrimination Act, as well as common assault laws.

What is sexual harassment?

Sexual harassment is any unwanted **verbal**, **visual** or **physical conduct** of a sexual nature, which makes the recipient feel **intimidated**, **degraded** or **humiliated**, or that creates a hostile or offensive environment.

Examples include, but are not limited to, unwelcome sexual flirtation, touching, jokes or propositions; demands for sexual favours; verbal abuse of a sexual nature; graphic or suggestive comments.

YOUR POLICY



What is bullying?

Bullying is harder to define, but tends to refer to mainly **psychological** rather than physical acts, and can be understood as a **misuse of power** through **offensive, intimidating, malicious or insulting** behaviour.

While many types of harassment are illegal under current UK legislation, there is currently no specific legislation against bullying in the workplace, making it imperative to include anti-bullying information within your anti-harassment policy.

What is victimisation?

Victimisation is subjecting a person to harassment **as a result of making a complaint** (either formally or otherwise) against another individual.

This would include **isolating** someone because they have made a complaint, or giving them a heavier or more difficult workload.

WHAT SHOULD THE POLICY COVER?

+ STATE YOUR POSITION

State your commitment to anti-harassment and bullying within the organisation.

+ GIVE EXAMPLES

Provide examples of harassment, sexual harassment, victimisation and bullying.

+ PROVIDE INFORMATION

Give details of the legal implications around claims of harassment in the countries or regions in which you operate.

+ HOW TO REPORT

Include information on how to report a harassment or bullying issue, including a link to your **whistle-blowing policy**.

+ EXPLAIN THE PROCESS

State exactly how harassment and bullying issues will be dealt with within your organisation, including details of what happens if an employee believes they are being bullied, and details of what happens if someone is accused of bullying or harassment.

OTHER THINGS TO CONSIDER

1

Make sure that every member of staff has **access** to your Anti-Harassment Policy and that it is **reviewed and updated regularly**.

2

Link the policy to your **Diversity & Inclusion Policy** in order to reinforce your commitment to promoting an inclusive and indiscrimination working culture.

3

Make sure you have a **Whistleblowing policy** in place and link to it from your Anti-Harassment policy. It's vital that employees of all levels are clear on how to make a complaint.

NEED MORE HELP?

We can supply a structured template for an anti-harassment policy. We also offer consultancy services if you would like more comprehensive support.

Please let us know if you would like more information - we would be happy to provide a help: team@future-plus.co.uk

