



Purpose and Scope

Jamieson Contracting (NW) Limited (“the Company”) is committed to creating a working environment free from harassment, bullying, victimisation, and discrimination, where all employees, contractors, consultants, clients, and visitors are treated with dignity and respect.

This policy:

- Applies to all employees, workers, contractors, agency staff, and visitors.
- Covers bullying and harassment occurring:
 - At work, during work-related trips, events, or social functions;
 - Via digital communications, including emails and social media.

Policy Statement

Harassment and bullying will not be tolerated. All complaints will be treated seriously, fairly, and sensitively. Disciplinary action, up to and including dismissal, may be taken where appropriate.

Definitions

Bullying

Offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power that undermines, humiliates, or injures the recipient.

Examples include:

- Ridiculing or demeaning behaviour.
- Setting impossible deadlines.
- Spreading malicious rumours.

Harassment

Unwanted conduct related to a protected characteristic under the **Equality Act 2010**, that:

- Violates a person’s dignity, or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity



- Race
- Religion or belief
- Sex
- Sexual orientation

Examples:

- Derogatory remarks or jokes.
- Unwelcome physical contact.
- Displaying offensive materials.

Sexual Harassment

Unwanted conduct of a sexual nature, including:

- Unwanted sexual advances.
- Inappropriate touching.
- Sexual jokes or comments.

Victimisation

Treating someone unfairly because they:

- Made a complaint under this policy;
- Supported another person's complaint;
- Participated in any investigation.

Responsibilities

Management

- Set clear behavioural expectations.
- Take complaints seriously and act promptly.
- Promote a respectful workplace culture.

Employees

- Treat everyone with dignity and respect.
- Report concerns immediately.
- Cooperate with investigations.

Procedure for Raising a Complaint

Informal Resolution (Optional)

If appropriate, the individual may:

- Raise the matter directly with the person involved.



- Use an informal discussion to resolve issues swiftly.

Formal Procedure

1. Submit a written complaint to your Line Manager or HR.
2. The complaint should include:
 - Details of the incident(s);
 - Names of individuals involved;
 - Any witnesses;
 - Relevant evidence.
3. A formal investigation will commence promptly.
4. Both parties may be interviewed and permitted to provide evidence.
5. Confidentiality will be maintained wherever possible.
6. Both the complainant and respondent will be notified of the outcome in writing.
7. Disciplinary action may be taken where appropriate.

Appeals

If dissatisfied with the outcome, the complainant may appeal in writing within 10 working days of the decision.

Support for Affected Employees

The Company may offer:

- Access to counselling or Employee Assistance Programmes (if available).
- Adjustments to working arrangements if necessary.
- Mediation, where appropriate.

Malicious Complaints

Deliberately false or malicious complaints will be treated as a disciplinary offence.

Record Keeping

Records of complaints, investigations, and outcomes will be kept securely and confidentially in line with the **UK GDPR** and **Data Protection Act 2018**.

Review

This policy will be reviewed annually or sooner if required due to legislative changes.

Chris Jamieson

08/01/2026