

Harassment & Bullying Policy

The success of **bpArchitecture** relies greatly on the teamwork and co-operation of everyone within the Practice. This requires everyone to demonstrate respect for each other.

Intimidation, victimisation or unfair discrimination against any employee will not be tolerated. No one should be made to feel isolated, vulnerable or threatened whilst at work.

To this end the Director views any form of harassment or bullying very seriously and will take action where necessary using the disciplinary procedure to put a stop to it.

Harassment is defined as any conduct related to age, disability, nationality, race, religion, sex or any other personal characteristic which is unwanted by the recipient, or any such conduct based on the above characteristics which affects the dignity of an individual or group of individuals at work.

Workplace bullying is defined as intimidation on a regular or persistent basis which serves to undermine the competence, effectiveness, confidence and integrity of the bully's target.

Often what may seem like 'a bit of fun' might be very hurtful to the person concerned. This may take the form of comments, jokes or innuendo, publicly directed at an individual or group, or any other conduct that causes embarrassment or offense to others.

This may also include such conversations and actions that, although supposedly in private may be overheard by the individual or group concerned.

This may also involve conversations photographs or other items posted on social media sites, To this end cyber bullying equally will not be tolerated.

HARASSMENT AND BULLYING IS NEVER ACCEPTABLE

If you are being harassed you should speak to the Director who will ensure that the issue is dealt with sensitively in the strictest confidence.

Staff should read this document and sign the relevant policy sheet on Reception

