

# ANTI-HARASSMENT & BULLYING POLICY

## Serply Recruitment Ltd

### 1. Policy Statement

Serply Recruitment Ltd is committed to providing a working environment that is safe, inclusive, and free from harassment, sexual harassment, bullying, victimisation, and any form of inappropriate conduct.

We recognise our duty to take all reasonable steps to prevent harassment and to protect individuals from unacceptable behaviour, including conduct occurring at client sites or involving third parties.

Serply Recruitment Ltd will take **all reasonable steps to prevent sexual harassment**, including implementing proactive measures to reduce risk, in line with applicable legislation.

This policy is aligned with applicable legislation, including the Equality Act 2010 and all relevant updates to employment law effective from 2026.

### 2. Scope

This policy applies to:

- Candidates seeking work through Serply Recruitment Ltd
- Temporary workers, contractors, and agency workers
- Employees and representatives of Serply Recruitment Ltd
- Clients and all client workplaces where individuals are supplied

This policy applies throughout recruitment, placement, assignment, and any work-related interaction, including digital communication.

### 3. Definitions

Harassment includes unwanted conduct related to a protected characteristic under the Equality Act 2010 that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Sexual harassment includes unwanted conduct of a sexual nature.

Bullying includes offensive, intimidating, malicious, or insulting behaviour, or misuse of power.

Third-party harassment includes conduct by clients, contractors, or other external individuals.

### 4. Types of Prohibited Behaviour

Examples include, but are not limited to:

- Verbal abuse, offensive language, or inappropriate jokes
- Physical intimidation, threats, or unwanted contact

- Sexual comments, advances, gestures, or behaviour
- Exclusion, humiliation, or undermining conduct
- Online or digital harassment, including messages or social media conduct
- Any conduct targeting protected characteristics

## **5. Our Commitments**

Serply Recruitment Ltd will:

- Take all reasonable steps to prevent harassment and inappropriate conduct
- Provide clear and accessible reporting mechanisms
- Investigate all complaints promptly, fairly, and proportionately
- Take appropriate corrective action where required
- Support individuals affected by harassment or bullying
- Work with clients to address inappropriate conduct at client sites
- Remove workers from unsafe environments where necessary

## **6. Responsibilities**

Serply Recruitment Ltd will:

- Promote respectful and inclusive working environments
- Provide guidance and support to workers and clients
- Investigate complaints and take appropriate action

Workers and Candidates must:

- Behave professionally and respectfully at all times
- Not engage in harassment, bullying, or inappropriate conduct
- Report concerns promptly

Clients must:

- Provide a safe and respectful working environment
- Prevent harassment and inappropriate behaviour on site
- Cooperate fully with any investigation
- Not subject workers to unlawful treatment

## **7. Reporting Procedure**

Concerns should be reported as soon as reasonably practicable.

Reports may be made verbally or in writing to:

- A Serply Recruitment Ltd consultant
- A manager or supervisor
- The HR or Compliance contact

Where possible, reports should include relevant details such as dates, individuals involved, and the nature of the concern.

## **8. Investigation and Outcome**

Serply Recruitment Ltd will:

- Review all reported concerns
- Gather relevant information
- Conduct a fair and proportionate investigation

Where a complaint relates to a client assignment, Serply Recruitment Ltd may liaise with the Client as part of the investigation process.

Outcomes may include:

- Removal from assignment
- Disciplinary action
- Termination of engagement
- Escalation to the Client
- Referral to relevant authorities where appropriate

## **9. Protection from Victimisation**

No employee, worker, candidate, or other individual will suffer detriment, disadvantage, or victimisation for raising a concern in good faith.

Any retaliatory behaviour will be treated as a serious matter.

## **10. Related Policies**

This policy should be read alongside:

- Complaints & Grievance Policy
- Whistleblowing Policy
- Equal Opportunities & Diversity Policy

## **11. Monitoring & Review**

This policy will be reviewed regularly to ensure ongoing compliance with legislation, regulatory expectations, and best practice.

## **12. Contact**

For further information regarding this policy, please contact:

Serply Recruitment Ltd  
Red Hill House, 41 Hope Street, Chester, CH4 8BU  
01244 646 892