
Anti-Harassment & Bullying Policy

Policy Statement

Ascent Fire is committed to providing a working environment where all individuals are treated with dignity, respect, and fairness. We have a zero-tolerance approach to harassment, bullying, and victimisation in any form.

Harassment is any unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This includes behaviour related to protected characteristics as defined by the Equality Act 2010.

This policy applies to all work-related situations, including off-site work, business travel, and work-related social events.

Scope

This policy applies to:

- All employees (permanent, temporary, or fixed-term)
 - Contractors, agency staff, and consultants
 - Any third parties interacting with Ascent Fire employees
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Unacceptable Behaviour

Harassment, bullying, or victimisation may constitute gross misconduct and result in disciplinary action, including dismissal.

Examples of unacceptable behaviour include (but are not limited to):

- Unwanted physical contact or threatening behaviour
 - Offensive, abusive, or inappropriate language, jokes, or remarks
 - Bullying, including persistent criticism, ridicule, or intimidation
 - Unwanted social advances or repeated requests for interaction
 - Display or sharing of offensive or inappropriate material
 - Victimisation of individuals who raise concerns or participate in investigations
 - Any conduct that undermines an individual's dignity or creates a hostile environment
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Responsibilities

All employees are responsible for:

- Treating others with respect and professionalism
- Not engaging in or tolerating harassment or bullying
- Reporting any concerns or incidents promptly

Management is responsible for:

- Promoting a respectful workplace culture
 - Ensuring complaints are handled promptly, fairly, and confidentially
 - Taking appropriate action where necessary
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Reporting and Complaints

Ascent Fire encourages early reporting of concerns to enable prompt resolution.

- Concerns may be raised informally or formally through a manager or appropriate reporting channel.
 - Complaints will be handled sensitively, confidentially, and without delay.
 - No employee will suffer detriment for raising a genuine concern in good faith.
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Investigation Process

- All complaints will be investigated by an impartial manager.
 - Both the complainant and the individual subject to the complaint will have the opportunity to present their case.
 - Where necessary, interim measures (such as temporary reassignment) may be implemented.
 - Outcomes will be communicated in writing, and appropriate action will be taken.
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Disciplinary Action

If harassment or bullying is confirmed, disciplinary action will be taken in line with company procedures, which may include dismissal for gross misconduct.

False or malicious allegations may also result in disciplinary action.

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Appeals

Employees have the right to appeal decisions in accordance with company procedures. Appeals will be reviewed by an independent manager not previously involved in the case.

Confidentiality

All parties involved in a complaint must maintain confidentiality. Information will only be shared on a need-to-know basis.

Monitoring and Review

This policy will be regularly reviewed to ensure compliance with legislation, effectiveness, and alignment with best practice.

Signature: *Brian Pickering*
Position: Director
Date: 01/04/2026
Review Date: 31/03/2027