



Anti Bullying and Harassment Policy

Policy Statement

C Jones & Sons Limited is committed to providing a safe, respectful, and inclusive working environment where everyone is treated with dignity. Bullying and harassment of any kind will not be tolerated.

We will take all complaints seriously and deal with them promptly, fairly, and confidentially, in accordance with this policy and UK employment law.

This policy applies to:

- All employees (permanent, temporary, part-time)
- Subcontractors, agency workers, consultants, and visitors
- All work-related settings: sites, offices, vehicles, online platforms, and off-site events (e.g. training, socials)

Definitions

Bullying

Unwanted behaviour that is:

- Offensive, intimidating, malicious, or insulting
- An abuse or misuse of power
- Intended to undermine, humiliate, or injure

Examples:

- Spreading malicious rumours
- Public humiliation or “banter” taken too far
- Threats or physical intimidation
- Persistent, unjustified criticism

Harassment

Defined under the Equality Act 2010 as:

Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics include:

Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, and others.

Examples:

- Racist or sexist remarks
- Homophobic jokes
- Mocking accents, disabilities, or religious practices
- Unwanted touching or sexual comments

Legal Responsibilities

OWNERS OF BILT. BUILDERS MERCHANT





We are legally required under:

Health and Safety at Work Act 1974 to protect employees from risk to health, including mental health
Equality Act 2010 to prevent unlawful harassment

Protection from Harassment Act 1997, which can apply to workplace cases involving repeated behaviour

Employee Responsibilities

All staff must:

- Treat others with respect
- Avoid any behaviour that could be viewed as bullying or harassment
- Speak up if they witness unacceptable conduct
- Report concerns in line with this policy

Management Responsibilities

Managers and supervisors must:

- Set a positive example
- Act immediately on inappropriate behaviour
- Monitor team dynamics, especially in high-stress or multi-trade environments
- Ensure all workers (including subcontractors) understand site conduct expectations

Reporting a Concern

Employees can report incidents to:

- Their line manager or site supervisor
- HR or designated employee representative
- The company's confidential whistleblowing channel

All reports will be handled sensitively, promptly, and without retaliation.

Investigation and Resolution

Upon receiving a complaint:

- A prompt and fair investigation will be carried out.
- Both parties will have the opportunity to give their version of events.
- Where necessary, action will be taken under the disciplinary procedure, which may include warnings, suspension, or dismissal.
- Mediation may be offered, where appropriate and agreed by all parties.
- False or malicious complaints may themselves lead to disciplinary action.

Support for Employees

Affected employees will be offered appropriate support (e.g. occupational health, time off, counselling).
No employee will suffer reprisals for making a genuine complaint.

Confidentiality will be maintained throughout the process wherever possible.

Training and Awareness

OWNERS OF BILT. BUILDERS MERCHANT





C JONES & SONS

CONSTRUCTION



Address

Unit 1, Jacks Park, Cinque Ports Rd,
New Romney, Kent TN28 8AN

We will:

- Provide anti-bullying and harassment awareness during induction, toolbox talks, and supervisor training
- Reinforce expectations through posters, team briefings, and contractor briefings
- Encourage a culture of zero tolerance

Monitoring and Review

All incidents will be logged (anonymously if required) and monitored for patterns or hotspots.
This policy will be reviewed annually or after any serious incident or legislative change.

Related Policies

Equality, Diversity and Inclusion Policy

Whistleblowing Policy

Disciplinary and Grievance Procedures

Health and Safety Policy

Signed:

Date: 01/04/2025

Review Date: 01/04/2026

Zach Jones, Director

C Jones & Sons Limited

OWNERS OF BILT. BUILDERS MERCHANT

