

Dignity at Work Policy

Global Gateway Recruitment is a specialist recruitment and psychometric analysis consultancy organization, established in 2006 to provide:

- The selection, recruitment and placement of high quality Project Managers to clients across many industry sectors
- Unique psychometric analysis services to candidates and clients
- Additional personalized ad-hoc services to clients, dependent on business requirements

Everyone has a right to be treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated. We recognise that bullying and harassment are not necessarily restricted to face-to-face communication; they may be in any form and can often be hard to recognise. We consider bullying and harassment of staff as unacceptable behaviour (gross misconduct) and as such will implement disciplinary procedure against staff behaving contrary to this policy. Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly, confidentially and sensitively.

What is bullying and harassment?

- There are many definitions of bullying and harassment. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality, lifestyle, or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.
- Behaviour that is considered bullying by one person may be considered firm management by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the 'grey' areas that cause most problems.
- The company considers the following unacceptable behaviour:
 - Spreading malicious rumours, or insulting someone (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief)
 - Copying memos, letters or emails that are critical about someone to others who do not need to know
 - Ridiculing or demeaning someone - picking on them or setting them up to fail
 - Exclusion or victimisation
 - Unfair treatment
 - Overbearing supervision or other misuse of power or position
 - Unwelcome sexual advances or comments of a sexual nature, touching, standing too close, display of offensive materials
 - Making threats or comments about job security without foundation

- Deliberately undermining a competent worker by overloading and constant criticism
- Preventing individuals progressing by intentionally blocking promotion or training opportunities.

Procedure

- Any employee who feels that they are the subject of bullying or harassment should, in the first instance, keep a record of instances where they feel they are being bullied or harassed, they should then talk to the individual concerned, with a witness if possible, to explain that their conduct is unwelcome, considered by the recipient to be bullying or harassment and that it is to stop. (This procedure is encouraged in order to empower the individual to deal with what may be only a chance remark, which has not been intended to cause offence but has occurred due to a misunderstanding.)
- If the harassment does not cease, or the complainant feels unable to speak unsupported to the individual concerned, the complainant should report the matter to the Managing Director who will seek to resolve the problem. Confidentiality will be maintained where possible at all times. If the complaint involves a member of senior management the complainant may, if appropriate, approach another member of the Directors' Panel.
- Should the matter remain unresolved and the harassment continues the complaint will be investigated formally.
- Both the complainant and the person causing the offence shall have the right to be represented, either by themselves or, if they so wish by a union representative or another member of staff in attendance. A senior member of staff or Directors' Panel member unconnected with the allegation will undertake these investigations.
- Investigations will be completed within four weeks of the formal complaint and procedures will then follow the grievance procedure. Where necessary and/or appropriate other staff may be required to give evidence. Such witnesses will be afforded appropriate protection in accordance with this policy.
- If recommended by the panel and agreed by the parties involved, following the outcome of the investigation and grievance procedure the company undertakes to provide: -
 - External counseling and support
 - Training for staff and managers as required
 - Protection from victimisation

This policy is reviewed at the annual Directors' Executive meeting and any changes made to the policy will be implemented and communicated as necessary.

Signed:



Last updated: 30 September 2009