



Anti-Bullying, Harassment and Personal Security Policy

Introduction

Sunter Limited is a construction company based in Hetton-le-Hole that specialises in the regeneration of Social Housing for Local Authorities and Housing Associations across the NE of England. Established in 1973 as Sunter Brothers and becoming a limited company in 1999, changing its name to Sunter Limited.

Purpose

With regards to the security, safety & welfare of employees and contractors, we have devised this Policy which aims to pass on information on how to deal with any bullying, harassment, and/or assault.

Bullying

Sunter Ltd will take disciplinary action against any employee who is found to be bullying any other employee, customer, client, sub contractor, member of the public or any other person(s) while undertaking any task or while under instruction from Sunter Ltd Management.

The Company does not condone bullying in any shape or form. Disciplinary action will follow the guidelines as described in the Employees Handbook; actions of bullying could be construed as Gross Misconduct and as such will carry the penalty associated with it. Any employee who feels that they are a victim of bullying of any description or is aware of any other person(s) who may be the victim of bullying is actively encouraged to approach Senior Management in confidence with their views.

No person will be adversely affected in employment as a result of bringing complaints of bullying.

Harassment

Sunter Ltd is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy.

No person will be adversely affected in employment as a result of bringing complaints of unlawful harassment.

Assault

A major part of employees and contractors' working environment is working in occupied properties, carrying out various tasks. There is a risk of personal assault from Customers due to the diversity of people encountered on a daily basis.

Sunter Limited ensures that all works are pre-planned and that any security risks have been passed on by Clients. Any identified issues are passed onto Site Managers and cascaded to all employees and contractors on-site.

Reporting

Reporting of incidents is essential. All employees/contractors are required to pass on all information about any incident, however insignificant as it may seem. This is so that we can put into place:

- Training and information to individuals / groups regarding their behaviour on site towards others
- Aid any further investigations required.
- Pass on information to Clients about abusive and/or threatening behavior of customers.

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