

Prevention of Harassment and Bullying Policy Longden Ltd

Longden Limited (the Company) is committed to the continuing development of a positive and productive working environment that encourages good working relationships for staff and candidates. The company requires all members of staff, contractors and agency or temporary workers and candidates ("workers") to work in harmony with each other.

The Company requires all workers to act and react to all persons with whom they interface with respect and dignity - in short to treat them as they themselves wish to be treated and to realise that behaviour they may find acceptable may not be so regarded by others.

The objective of this policy is to make every effort to ensure all workers and candidates of NVQ/training programmes are free from harassment, bullying, intimidation or victimisation whether on grounds of sex (including pregnancy), age, colour, disability, ethnic and national origin, marital status, religion, belief or sexual orientation. The Company will not permit or condone harassment, bullying, intimidation or victimisation. All workers and candidates have a responsibility to comply with this policy.

Any allegations of harassment, bullying, intimidation or victimisation should be reported immediately. If you feel that you or others are the subject of harassment you should:

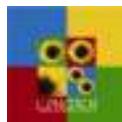
- Where possible, ask the person responsible to stop the harassing behaviour.
- Keep a note of the discussion/s and action taken, the date and time of any incidents and names of any witnesses.
- If the harassment continues you should report this immediately to the Managing Director of Longden Limited. Any formal complaints will need to be in writing.

Duty of Directors and Workers

It is the responsibility of all to ensure that harassment does not occur or continue. All Directors, and workers (as defined above), are responsible for eliminating any harassment of which they are made aware.

Definitions

Harassment can be defined as any conduct that is unwanted and offensive and affects the dignity and well being of an individual or group of individuals. People can be subjected to harassment on the basis of ability, sex, age, colour, disability, ethnic and national origin, marital status, religion, belief or sexual orientation.



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Examples of different forms of harassment

Personal harassment takes many forms, and can range from subtle, derisory remarks to violent behaviour. The behaviour may be persistent or may be by its nature or severity, e.g. violence, be unacceptable even on a single occasion. Differences in culture, attitudes and experience, or the misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another.

Sexual harassment always involves unwanted sexual attention which emphasises sexual status over status as an individual or colleague. It can be physical, ranging from suggestive looks to indecent assault or rape, or verbal, ranging from belittling or suggestive remarks and compromising invitations to aggressively foul language or unwanted demands for sex. Sexual harassment occurs when any such behaviour creates an intimidating, hostile or offensive environment for employment or for social life. Any behaviour that makes the recipient feel themselves viewed as a sexual object is liable to cause offence even if offence is not intended.

Racial harassment may be defined as any hostile or offensive act or expression by a person of one racial group or ethnic origin against a person of another, or incitement to commit such an act. Such behaviour includes derogatory name-calling, insults and racist jokes, racist graffiti, verbal abuse and threats, physical attack, and ridicule of an individual for cultural differences. Racial harassment occurs when any such behaviour creates an intimidating, hostile or offensive environment for employment or for social life.

Harassment of disabled people may be defined as conscious or unconscious conduct towards people with disabilities which undermines their dignity, self-confidence and career opportunities. Such behaviour includes offensive language, derogatory name-calling, 'jokes' and mockery, uninvited, patronising or unnecessary assistance with duties, unfair or impractical work expectations.

Harassment on the grounds of Sexual Orientation may be defined as any behaviour, conscious or unconscious, pertaining to sexual orientation, which is found to be offensive or objectionable to recipients and which creates an intimidating, hostile or offensive environment. Such behaviour includes homophobic remarks or jokes, innuendo or gossip, threats of disclosing sexuality and exclusion from activities.

Harassment on the grounds of age is based on attitudes or assumptions and stereotyping which are prejudicial to older or younger people. Some examples of ageist harassment are derogatory remarks or behaviour, expressing



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prejudicial assumptions about abilities or excluding people from social activities.

Religious Harassment includes the use of embarrassing or derogatory remarks, drawing unwelcome attention to an individual's religious beliefs, exclusion from social activities, ridicule or religious jokes.

Bullying

Bullying is threatening, abusive, intimidating or insulting behaviour, which may be an abuse of power, position or knowledge. Bullying can happen in public or in private and attacks are often irrational and unpredictable and serve to undermine an individual's self-confidence and ability. Such behaviour includes instantaneous rages, often over 'trivial' matters, derogatory or belittling remarks, constant criticism, shouting or sarcasm, setting impossible deadlines or workloads and making threats associated with failure to achieve, public humiliation, removing areas of responsibility without consultation.

Other Forms of Harassment

The Company wishes to discourage all forms of harassment and therefore harassment of any kind and on any basis will not be tolerated. The Company also regards the inappropriate use of modern technology as a form of harassment such as offensive e-mail, messages or faxes, or inappropriate screen savers.

This policy will be kept under review and any changes made and notified to all concerned.

Carole Longden
Managing Director _____

Date: August 2009

