



**SYKES  
CLEANING  
GROUP LTD**

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## Personal Harassment Policy and Procedure

Sykes Cleaning Group Ltd have a legal duty to create a safe place to work for freelancers and this will include preventing freelancers from being subjected to harassment in the workplace. This policy can be used to set out the company's zero tolerance stance on harassment and should be referred to by managers who receive harassment complaints before undertaking a disciplinary procedure.

### INTRODUCTION

- Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
- Personal harassment takes many forms but can be classed as unwanted behaviour by one individual towards another, or viewed by another. Whatever form it takes, personal harassment is always serious and is totally unacceptable.

### POLICY

- We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our freelancers.
- Appropriate disciplinary action will be taken against any freelancers who are found to have committed any form of personal harassment.

### COMPLAINING ABOUT PERSONAL HARASSMENT

- Informal complaint
- If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser.

### FORMAL COMPLAINTS

- Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your manager as a formal written complaint.
- The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another freelancers of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the

findings, will be sent in writing to you.

- You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

**GENERAL NOTES**

- If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure.
- If you bring a complaint of harassment you will not be victimised for having brought the complaint. However, if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.
- Sykes Cleaning Group Ltd strongly advise that any victim of harassment should report it to the police and take legal action, where they can do so.

Signed

DocuSigned by:  
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Name

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Date

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