

PERSONAL HARASSMENT POLICY

Policy Purpose

Delton Contracts Services Ltd is committed to providing a working environment that is free from harassment and intimidation. We deplore all forms of personal harassment and seek to ensure that the workplace is sympathetic to all employees, contractors, and learners.

Scope and Protected Characteristics

Harassment or victimisation on the grounds of the following protected characteristics is strictly prohibited and unacceptable:

- Age, disability, or race.
- Religion or belief.
- Sex or sexual orientation.
- Gender reassignment.
- Marriage, civil partnership, pregnancy, or maternity.

Definition of Personal Harassment

Personal harassment is unwanted behaviour by one individual towards another that violates their dignity or creates an intimidating, hostile, degrading, or offensive environment. We recognise that harassment can occur both within the workplace and outside of it, seriously affecting an individual's performance and mental well-being.

Examples of unacceptable behaviour include, but are not limited to:

- Insensitive jokes, pranks, or lewd comments about appearance.
- Abusive remarks, threatening behaviour, or actual physical abuse.
- Deliberate exclusion from conversations or work activities.
- Displaying offensive writing, imagery, or materials.
- Unwelcome physical touching or pestering for sexual favours.
- Abusive or insulting words directed at an individual's identity.

Document Name	PERSONAL HARASSMENT POLICY	Date Created	01/01/2024
Version Number	2 Jan 2026	Revision Date	01/01/2027

PERSONAL HARASSMENT POLICY

Reporting Procedure

Delton Contracts Services Ltd encourages anyone who experiences or witnesses harassment to report it immediately.

- **Informal Resolution:** Where appropriate, individuals are encouraged to inform the harasser that their behaviour is unwelcome and should stop.
- **Formal Reporting:** If the behaviour persists or is of a serious nature, it should be reported to a Line Manager or a Director.
- **Whistleblowing:** For serious concerns where confidentiality is a priority, please refer to the company's Whistleblowing Policy.

Disciplinary Action

We maintain a zero-tolerance approach to harassment. Any employee found to have committed an act of personal harassment will be subject to disciplinary action, which may include summary dismissal for gross misconduct.

Responsibility

The Managing Director holds ultimate responsibility for the implementation of this policy. All employees are expected to comply with this policy and treat their colleagues with respect and dignity.

Approved by	G.Singh Director	Signed: 	Date 6/3/2025
-------------	---------------------	--	------------------



Document Name	PERSONAL HARASSMENT POLICY	Date Created	01/01/2024
Version Number	2 Jan 2026	Revision Date	01/01/2027