

Harassment in the Workplace Policy

www.thesesgroup.co.uk

The management of the SES Group is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all staff and contractors of SES Group. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence procedure that implements this policy. It includes measures the procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. SES Group, as the employer, will ensure this policy and the supporting procedures are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Name:	
Signature:	
Date:	

4	RJ - AS	TB - MD	01/04/16	Change of MD
3	RJ - AS	GH -MD	27/05/15	Website Address
2	SD - AS	TB - MD	06/05/14	Logo Change
1	SD - SA	TB - MD	01/11/11	N/A first issue
Revision	Prepared by	Approved by	Issue Date	Description of Modifications Made