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Anti-Bullying & Harassment Policy

John Wade Groundworks Ltd
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Approved By: John Wade, Managing Director



Anti-Bullying and Harassment Policy

Policy Statement

John Wade Groundworks Ltd is committed to providing a working environment where all employees, subcontractors, and visitors are treated with dignity and respect.

We have a zero-tolerance approach to bullying, harassment, and victimisation in any form. All individuals have the right to work in an environment free from intimidation, hostility, or unwanted behaviour.

Any incidents of bullying or harassment will be taken seriously, investigated promptly, and may result in disciplinary action, up to and including dismissal or termination of contract.

Scope

This policy applies to:

- All employees
- Subcontractors and suppliers
- Site visitors and clients

It applies to behaviour:

- On site
- In the office
- During work-related travel
- At work-related events
- In any work-related communication (including phone, email, or messaging)

Definitions

Bullying

Bullying is unwanted behaviour that is offensive, intimidating, malicious, or insulting, and which undermines, humiliates, or injures the recipient.

Examples include:

- Persistent criticism or unjustified complaints
- Verbal abuse or aggressive behaviour
- Excluding individuals from work-related activities
- Misuse of authority or position

Harassment

Harassment is unwanted conduct related to a protected characteristic (as defined by the Equality Act 2010), which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Protected characteristics include:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief



- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity

Examples include:

- Offensive jokes or comments
- Inappropriate physical contact
- Displaying offensive material
- Unwanted attention or advances

Responsibilities

Management

- Promote a respectful working environment
- Ensure this policy is communicated and understood
- Act promptly on any complaints or concerns
- Maintain confidentiality where possible

Employees and Subcontractors

- Treat others with respect and professionalism
- Refrain from any form of bullying or harassment
- Report any incidents witnessed or experienced
- Cooperate with investigations

Reporting Concerns

Any individual who experiences or witnesses bullying or harassment is encouraged to report it as soon as possible.

Concerns can be raised:

- Informally with a Site Manager or Supervisor
- Formally with senior management (e.g. Director or Contracts Manager)
- Through the company's Whistleblowing procedure

All reports will be treated seriously and handled sensitively.

Investigation Process

- All complaints will be investigated promptly and impartially
- Individuals involved will be given the opportunity to present their account
- Confidentiality will be maintained as far as reasonably practicable
- Findings will be documented and appropriate action taken

Disciplinary Action

Where bullying or harassment is confirmed, action may include:

- Informal warning
- Formal disciplinary procedures
- Removal from site
- Termination of employment or contract

Serious cases may be reported to relevant authorities where appropriate.

Protection from Victimisation

No individual will suffer any detriment for:

- Raising a concern in good faith
- Participating in an investigation

Victimisation will be treated as a disciplinary offence.

Training and Communication

- This policy is communicated through inductions, staff handbooks, and site briefings
- Managers and supervisors are responsible for reinforcing expected behaviours
- Regular toolbox talks may be used to promote awareness

Signed:



John J Wade
MEng (Hons)/ SMSTS
Director
Dated 01.10.2025



Revision History

Version	Date	Description of Change	Author	Approved By
1.0	01.10.2025	First Issue	J. Wade	J. Wade