LEON GUARDING

ANTI HARASSMENT AND VIOLENCE POLICY

ANTI HARASSMENT AND VIOLENCE POLICY POL25 – JAN 2026, Issue 2

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SIA APPROVED CONTRACTOR

ANTI HARASSMENT AND VIOLENCE POLICY

Introduction:

This policy sets forth standards to ensure a safe and respectful workplace, free from harassment, violence, and any form of discrimination.

Definitions:

Harassment: In the UK, harassment is defined as unwanted conduct, which may be of a discriminatory nature or related to a protected characteristic, that creates an intimidating, hostile, degrading, humiliating, or offensive environment for the victim.

Sexual Harassment: Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a worker's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that worker.

Bullying: Bullying encompasses repeated and unwanted behaviour that is intended to or likely to cause harm, fear, or distress to an individual, often taking various forms such as verbal, physical, or online abuse.

Violence: The Health and Safety Executive (HSE) defines violence at work as any incident where an employee is abused, threatened, or assaulted in circumstances relating to their work. This includes physical attacks, verbal abuse, and threats that occur in the workplace or while an employee is on duty.

Policy Outline:

- Harassment or victimisation based on age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation is strictly prohibited
- Personal harassment can take many forms, from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour, and physical abuse. All forms are taken seriously and are unacceptable
- We recognise that harassment may occur both in and outside the workplace, and it can significantly impact employees' job performance and well-being by creating a stressful and intimidating environment
- We are committed to providing a work environment respectful of all employees
- These procedures outline unacceptable behaviours and provide a means for victims to seek redress
- We are committed to enforcing this policy, and all employees are expected to comply

Examples of Harassment, Sexual Harassment, Bullying, and Violence Include:

- Insensitive jokes, pranks, and lewd or abusive comments about appearance
- Deliberate exclusion from conversations

- Displaying offensive or abusive materials, such as emails, text messages, or online posts ("cyberbullying")
- Unwelcome physical contact, ranging from touching to serious assault
- Verbal or written harassment, including jokes, defamatory remarks, gossip, threats, or abusive language
- Unwanted sexual suggestions, advances, or propositions
- Sharing or displaying obscene or pornographic materials in any format
- Isolation, exclusion from work activities, and coercive pressure, including requests for sexual favours
- Shouting, humiliating, or intimidating behaviour and overly oppressive supervision.
- Exclusion from meetings or work events without valid cause
- Persistent unwanted social invitations after a refusal, and sexual innuendo or gestures
- Spreading rumours about a person's sexual orientation or private matters

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment or bullying.

Complaint Procedure:

We recognise that complaints of personal harassment, and particularly of sexual harassment are of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether that person has a direct supervisory responsibility for you) This person cannot be your Line Manager who is responsible for investigating the matter if it becomes a formal 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, and your confidential helper can assist you in this.

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your Line Manager as a formal written complaint and again your confidential helper can assist you in this. If possible, keep notes of the harassment so that the written complaint includes:

- The name of the alleged harasser
- The nature of the alleged harassment
- The dates and times when the alleged harassment occurred
- The names of any witnesses; and
- Any action already taken by you to stop the alleged harassment

Investigation:

On receipt of a formal complaint, we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension until the matter has been resolved.

You will be invited to a meeting at a reasonable time and location to discuss the matter openly and conduct a thorough investigation. You may choose to have a colleague of your choice accompany you while you are involved in the investigation.

On conclusion of the investigation which will normally be within ten working days of the meeting with you, a draft report of the findings and of the investigator's proposed decision will be sent to you in writing.

If any of the parties are dissatisfied with the draft report or with the proposed decision, this must be raised with the investigator within 5 days of receiving the draft. All issues raised will be considered by the investigator before the final decision is made and sent over to the parties in writing. You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

Officers at work:

How do Leon Guarding s FM Limited reduce risk for you?

- At the outset, all job activities are assessed for risk
- The assignments carried out by our security officers are designed to minimise risk
- You are provided with high-quality conflict management training

How can you help to reduce risk?

Although verbal abuse is of higher probability than physical abuse, the actions you take in any situation will have a significant bearing on the outcome. You're trained through your SIA qualifications on how to deal with aggression and indeed how to deal with all situations where conflict may arise. In any case, our 24/7 Control Room is dedicated to the well-being and safety of our officers.

Conflict Management training uses the SAFER approach:

Stand back
Assess the situation (using the POP method below)
Find help
Evaluate the options
Respond

When assessing the situation use the POP method:

Person
Objects
Place

If you are physically assaulted, you are required to immediately report the incident to:

• The location manager

• Your line manager

In many cases, the police may need to be called, it is important that you remember as many details as possible:

When did the incident take place? Where did

it take place?

Who was involved?

How many witnesses?

What happened?

When the incident occurs out of hours, you should follow the incident reporting protocol by contacting the Helpdesk on the below provided contact number:

Contact Information:

24/7 Helpdesk Number	+44 20 3874 4111

Reporting:

If a violence incident or any accident occurs to you at work, it is important that this is properly reported. You must submit a detailed report of the incidents to our helpdesk which will generate a report that your line manager will deal with. Line managers must be informed of all violence at work incidents and accidents so that they can be properly investigated. If appropriate, you manager will also arrange for the incident or accident to be reported to the appropriate enforcing authority.

Timeframe for Reporting:

Incidents should be reported within **48 hours** of their occurrence to ensure timely action and resolution.

To be Noted:

• If the report concludes that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary and disciplinary dismissal procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.

• If you bring a complaint of harassment, you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

Review and Updates:

This policy will be reviewed annually to ensure ongoing compliance and effectiveness. Regular reviews help identify areas for improvement and ensure the policy remains aligned with legal requirements and organizational standards.

Signed: M Shahzad ***Date: 31-Jan- 2026***