

# Prevention of Workplace Harassment and Violence Policy

*'Tactical Security Options Ltd' will not tolerate harassment & violence in the workplace.*

*Harassment and violence can:*

*Be physical, psychological, and/or sexual;*

*Be one off incidents or more systematic patterns of behaviour;*

*Be amongst colleagues, between superiors and subordinates or by third parties such as clients, customers, consumers, members of the public etc;*

*Range from minor cases of disrespect to more serious acts, including criminal offences, which require the intervention of public authorities.*

*Where someone feels that they have been subject to harassment and violence they should report this to their immediate supervisor or senior management.*

*Where the complaint is against the organisation's management the complaint should be made to the relevant external third party such as the Police or ACAS.*

*The organisation has incorporated HSE guidance documents as part of their management systems and these are available on request, either from the organisation or direct from the HSE.*

*Cases of harassment/violence should be recorded on an Incident Report and forwarded to the organisation's management.*

*False and/or malicious accusations will not be tolerated and may result in disciplinary action.*

*Where someone feels that they have been subject to harassment/violence, where possible keep a record of all incidents and anything else that is relevant.*

*Complaints will be treated impartially and fairly with no information being shared with anyone not involved. The organisation promotes a safe working environment free from harassment, bullying and violence."*

Approved by:

Dave Pattinson

Managing Director

Issue Date:

24<sup>th</sup> August 2023

Last Review Date:

9<sup>th</sup> August 2024

Next Review Date

9<sup>th</sup> August 2025

Ref: PV 06

*This policy will be reviewed annually or earlier if significant changes occur, to ensure its continuing suitability, adequacy, and effectiveness.*