

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 organisations 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 organisations 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:

24th August 2023

Last Review Date:

9th August 2024

Next Review Date

9th 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.

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