



Bullying and Harassment Policy

Unique Support for Unique People (US4UP) is committed to providing a working environment free from bullying and harassment. We believe everyone should be treated, and treat others, with dignity and respect. This policy covers bullying and harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions.

What is harassment?

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past. It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories.

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;

- offensive e-mails, text messages or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority. Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media.

Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- persistently picking on people in front of others or in private;

Breaches of this Policy Bullying and harassment are not tolerated in the workplace, US4UP will treat everyone with dignity and respect. Serious cases of bullying or harassment may amount to involvement with the police.

If Unique Support for Unique People believe they are being bullied or harassed we may, if appropriate raise the problem informally with the person responsible. Explain the situation and how it has makes people feel. It can be helpful to describe the event so the other person is clear about the concerns. Use the opportunity to ask the person to change or stop their behaviour. If the informal steps are not appropriate, or they have been unsuccessful, we will report accordingly and support may stop.

Policy to be reviewed January 2027