



BULLYING & HARASSMENT PROCEDURES

This policy specifies what participants, employees and organisational interns should do if they have been victimised by any form of personal harassment or bullying. It also sets out the reporting mechanism should the individuals mentioned, observe any harassment and bullying behaviour. In this respect, it is our policy to encourage free communication between participants, employees or organisational interns and their branch managers as well as the managing director and to promote a positive culture based on personal respect and dignity to ensure that problems can be resolved quickly to the satisfaction of all concerned.

Procedures for participants

If you think you are a victim of bullying or personal harassment at any given point in the application process or during your internship, you should speak to the harasser on an informal basis that their behavior is unwelcome and ask the harasser to stop. If you feel unable to do that, you should hand a written request to the harasser, your confidential contact person can assist you in this.

If you feel, that the incident is of personal nature or more severe, you are strongly encouraged to raise such issues with your Pagoda Projects Branch Manager who will discuss this situation with you in confidence. The Pagoda Projects Branch Manager will then proceed according to our risk assessment procedures and may decide to involve Pagoda Projects's managing director.

If you feel you have been subject of bullying or harassment in relation to Pagoda Projects's team members or that your branch manager is not in an appropriate position to tackle your issues, then you may contact Pagoda Projects's managing director directly in writing to Jamie.Bettles@PagodaProjects.com.

Procedures for staff and interns based at Pagoda Projects offices

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.

We recognise that complaints of personal harassment and particularly of sexual harassment can sometimes be 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 who will act as a confidential contact person. This person cannot be the director who will be responsible for investigating the matter if the issue becomes a formal complaint.

If the informal approach fails or if the harassment is more serious you should bring the matter to the attention of a Director as a formal written complaint and again, your confidential contact person can assist you in this. If possible, you should keep notes of the harassment so that a 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
- Any action already taken by you to stop the alleged harassment



BULLYING & HARASSMENT PROCEDURES

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

The person handling your complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by another friend or colleague. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation which will normally be within 10 working days of the meeting with you, a draft report of the findings will be compiled by the person handling your complaint and sent to you with recommended steps to resolve the issues raised. If you agree, the report will also be sent in writing to the alleged harasser.

If you or the harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the person handling your complaint within five working days of receiving the draft report.

Any points of concern will be considered by the person handling your complaint before a final report is sent, in writing to you and the alleged harasser. You have the right to appeal against the findings of Pagoda Projects in accordance with the appeal provisions of the grievance procedure.

General Notes

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

We reserve the right to allow third parties to chair any formal hearing. You agree to permit us to share any relative sensitive data where it is necessary for the purpose of that hearing.

Further information

<http://www.acas.org.uk/index.aspx?articleid=1864>