

Creative Consultants Group (CCG) Anti-Harassment & Anti-Bullying Policy

Introduction

CCG is committed to maintaining a safe and respectful workplace where everyone is treated with dignity. This policy sets out our approach to preventing harassment and bullying and provides a framework for addressing such behaviour, ensuring support for all employees.

Status of this Policy

This policy applies to all employees, officers, directors, contractors, applicants, and stakeholders of CCG. While it does not form part of any employment contract, adherence to this policy is expected to uphold our commitment to a respectful and inclusive workplace. Failure to adhere may result in disciplinary action up to and including dismissal.

Our Commitment

CCG will:

- Prohibit all forms of harassment and bullying, including on the basis of age, sex, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sexual orientation, disability, as well as conduct that, while not related to a protected characteristic, is unwelcome, persistent, offensive, intimidating, or undermining.
- Promote a workplace culture where respect and dignity are core values and inappropriate behaviour is not tolerated.
- Provide clear processes for reporting and resolving harassment or bullying incidents.

Implementation

To achieve these objectives, CCG will:

Education and Awareness

- Provide regular training to employees and managers on recognising, preventing, and addressing harassment and bullying.
- Encourage open discussions to raise awareness and promote a culture of respect.

Reporting Mechanisms

- Maintain clear and confidential procedures for reporting harassment or bullying, accessible to all employees.
- Ensure employees can report concerns safely without fear of retaliation.

Investigation and Resolution

- Investigate complaints promptly, impartially, and thoroughly.
- Apply appropriate disciplinary action based on investigation findings, to address incidents and prevent recurrence.

Support for Affected Individuals

- Provide support and resources to employees affected by harassment or bullying, including, but not limited to reasonable adjustments, temporary adjustments to working arrangements and counselling services if required.
- Ensure all concerns are treated seriously and addressed respectfully and empathetically.
- Ensure no retaliation is allowed against anyone raising a concern in good faith.

Monitoring and Continuous Improvement

- Regularly review policies and procedures to ensure they effectively prevent and address harassment and bullying.
- Collect feedback from employees to identify areas for improvement and enhancement.

Employee Involvement

All employees are responsible for supporting a workplace free from harassment and bullying. Concerns or suggestions can be reported to HR department.

Monitoring and Review

CCG will assess the effectiveness of this policy regularly and make updates as needed. The policy will be reviewed annually to ensure it remains relevant and effective.

Variation

CCG reserves the right to amend this policy to reflect changes in organisational objectives or best practices.

Questions

For questions or further information about this policy, please contact HR department.