

Anti-Harassment and Anti-Bullying Policy

Introduction

At JCP Solicitors, we are committed to fostering a culture that is diverse, inclusive, and respectful. We strive to protect and support our team members by ensuring that bullying and harassment have no place within our workplace.

This policy outlines how we will investigate and address any complaints of bullying or harassment and how we support those affected. It complements our Equality, Diversity, and Inclusion (EDI) policy.

Our Commitment

We believe that a workplace built on dignity, trust, and respect benefits everyone. A toxic environment, where harassment or bullying is not addressed, negatively impacts both wellbeing and business success.

We adopt a **zero-tolerance approach** to bullying and harassment. If anyone within or outside of our business experiences or witnesses such behaviour, we encourage them to report it. Anonymous reporting is available via the HR team or the COO.

What we expect

We expect all team members, clients, contractors, and associates to uphold this policy. Interactions must be free from discrimination, harassment, victimisation, or bullying.

Bullying or harassment is never justified. Whether intentional or not, harmful behaviour can have serious consequences. If anyone experiences harassment, we encourage them to speak up without delay so we can take appropriate action.

If a third party experiences bullying or harassment from a JCP team member, they are encouraged to report the matter to hr@jcpsolicitors.co.uk.

Who is protected?

The **Equality Act 2010** protects against discrimination based on characteristics such as:

- Disability
- Sex

- Gender reassignment
- Marital or civil partnership status
- Race
- Religion or belief
- Sexual orientation
- Age

While pregnancy, maternity, and marriage/civil partnership are not explicitly covered under harassment laws, we consider harassment on any grounds unacceptable.

Understanding Harassment

Harassment is **unwanted conduct** related to a protected characteristic that:

- Violates someone's dignity, or
- Creates an intimidating, hostile, degrading, or offensive environment.

Harassment can also occur when someone is targeted due to **perceived** characteristics or **association** with a protected group.

Examples of Harassment

- Offensive jokes, taunts, or insults related to sex, race, age, or other characteristics.
- Unwanted physical contact.
- Exclusion from conversations or social events.
- Derogatory comments about pregnancy or maternity leave.
- Mocking someone's disability.
- Outing someone's sexual orientation without consent.

Understanding Sexual Harassment

Sexual harassment includes:

- Unwelcome sexual advances, propositions, or suggestive remarks.
- Sharing offensive or inappropriate materials via email, text, or social media.
- Persistent requests for dates despite rejection.
- Inappropriate comments on appearance or dress.
- Spreading rumours about someone's sexual orientation or gender identity.

Understanding Bullying

Bullying is offensive, intimidating, or abusive behaviour that undermines or humiliates someone. It can be verbal, physical, or online (cyberbullying).

Examples of Bullying

- Physical, verbal, or psychological threats.
- Behaviours that cause fear or anxiety.
- Excessive supervision.
- Unfair or inappropriate remarks about performance.

Legitimate feedback on work performance or reasonable instructions from management **do not** constitute bullying.

Confidentiality and Sensitivity

All concerns and complaints will be handled sensitively and confidentially. Witnesses and those involved in complaints must maintain confidentiality.

Consequences of Policy Breaches

Anyone found to have engaged in bullying or harassment will face disciplinary action, up to and including dismissal. If a third party is found responsible, their contract may be terminated.

Training and Accountability

All team members undergo regular Equality, Diversity, and Inclusion training and Sexual Harassment training. **We also expect third parties to adhere to similar training standards and values.** Our mandatory training sessions foster a fair and supportive working environment where team members are treated fairly and equally. We embrace our differences and understand that team members are individuals with subjective views and beliefs, this is respected by all, and our policies are written to reflect the importance of this.

Record Keeping and Monitoring

We maintain records of complaints in line with our **Data Protection Policy**. The HR team logs all instances falling under **SRA Workplace Environment Reporting Obligations**.

If you suspect a data breach relating to a complaint, please report it immediately under our Data Protection Policy.

We continually monitor allegations to assess the effectiveness of this policy and improve our workplace culture.



This policy is provided for information purposes to give an outline, for our stakeholders, of our full policy that can be found in our #TeamJCP Handbook. To request the full policy that includes procedural information, please contact HR@jcpsolicitors.co.uk