

# Anti-Bullying and Harassment Policy

Chestnut Barn, Blackbirds Farm, Blackbirds Lane, Aldenham, WD25 8BS

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<b>Date of Last Review:</b>	January 2026
<b>Approval Authority:</b>	Director
<b>Review Frequency</b>	Annually
<b>Location:</b>	Internal File Storage System
<b>Date of Next Review:</b>	January 2027

## Overview

Christmas Creations is committed to providing a safe, respectful, and inclusive working environment free from bullying, harassment, victimisation, and sexual harassment. We operate a zero-tolerance approach to all forms of inappropriate conduct and will take all reasonable steps to prevent sexual harassment, in line with our duties under:

- Equality Act 2010
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Health and Safety at Work etc. Act 1974

This policy applies across all company operations, including installation sites in shopping centres and public spaces, warehouses, offices, vehicles, and work-related events.

This policy applies to:

- Employees (permanent and seasonal)
- Subcontractors and agency workers
- Anyone representing Christmas Creations

## 1. Definitions

### **Bullying**

Offensive, intimidating, malicious, or insulting behaviour that undermines, humiliates, or injures the recipient.

Examples include:

- Verbal abuse
- Threats or intimidation
- Persistent criticism
- Exclusion or isolation
- Abuse of authority

## 2. Harassment

Unwanted conduct related to a protected characteristic (as defined by the Equality Act 2010) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Protected characteristics include:

- Sex
- Race
- Disability
- Age
- Religion or belief
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Marriage and civil partnership





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3. Interview relevant parties
4. Maintain confidentiality
5. Take appropriate action

Where necessary, individuals may be suspended during investigation.

## 9. Disciplinary Action

Bullying, harassment, or sexual harassment may result in:

- Formal warning
- Removal from site
- Termination of employment
- Termination of subcontract
- Reporting to authorities (where appropriate)

Serious misconduct may constitute gross misconduct.

## 10. Training & Awareness

To support prevention, Christmas Creations will:

- Provide induction training on this policy
- Deliver periodic refresher training
- Train supervisors in recognising and managing inappropriate conduct
- Include respectful workplace standards in toolbox talks

Training records will be retained in accordance with company procedures.

## 11. Monitoring & Review

The company will monitor:

- Complaints and trends
- Site culture and feedback
- Exit interview feedback
- Incident reports

This policy will be reviewed annually or following legislative changes.

## 12. Support

Employees affected by bullying or harassment may be offered:

- Temporary adjustments to duties
- Support meetings
- Referral to external support services (where available)

This policy and our performance against it will be monitored and reviewed annually by the Director. The Director with overall responsibility for the implementation of this policy is Mr Alex Walters.

Signed:

Date: 21/01/26

Mr Alex Walters  
Director