

# Anti Racism, Discrimination, Harassment and Bullying Policy

Version 1.0

## AdvT Group Policy

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## Anti-Racism, Discrimination, Harassment & Bullying Policy

The AdvT Group has a zero-tolerance approach to all forms of abuse, racism, discrimination, harassment and bullying and a clear procedure to follow for any reported acts or behaviour that are not in line with the AdvT group Purpose and Values.

### Our Commitment

- A working environment where people can be free from any form of discrimination, harassment, or bullying.
- An inclusive culture of equality, diversity, and respect between individuals.
- To support anyone that raises an incident.
- To investigate thoroughly any reported act or behaviour promptly.
- Ensure appropriate action is taken when a reported act or behaviour is proven.

### What you should expect from us

- To work in an environment that is free from discrimination, harassment, and bullying.
- To feel safe and comfortable at work.
- That any formal or informal complaint of discrimination, bullying or harassment that is raised is dealt with fairly, diligently, and promptly.
- To provide a supportive culture which encourages the reporting of such incidents/behaviour and early intervention.

### What we expect from you

- To act and behave in line with the AdvT Group's Purpose, Values and Behaviours as stated in our Code of Conduct.
- To respect the dignity of all colleagues and realise the impact their actions and behaviour can have on other people.
- To raise any complaints promptly so they can be investigated.
- To not stay silent if you witness any unacceptable and/or inappropriate act or behaviour.
- If you have a concern or believe someone has been unfairly discriminated against, bullied, harassed, or abused, in a way that does not comply with this policy then speak up.
- Our Speak Up Policy sets out the channels available to you to do so and no action will be taken against you if you report a genuine concern – whether and concerns are proven or not.
- Providing a clear procedure on what to do if someone is being discriminated, bullied, harassed or is witness to any act or behaviour.
- Ensuring Managers understand their responsibilities when a complaint is raised.
- Mandatory training is completed on a regular basis.

### How we will achieve this

- By championing an inclusive and diverse workforce.
- By providing a clear procedure on what to do if someone is being discriminated, bullied, harassed or is witness to any act or behaviour.
- By ensuring Managers understand their responsibilities when a complaint is raised.
- Through mandatory training to be completed on a regular basis.

## Support Available

The Employee Assistance Programme (EAP) gives you access to a 24/7 counselling team. They can provide in-the-moment practical information and advice services around issues that may be affecting you at home or at work.

Provided by Care first, the EAP also offers access to a team of trained counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer emotional support at difficult times. To speak to a qualified counsellor, contact Care first on: 0800 015 5630

Calls to this number are free of charge from a UK landline or mobile phone.

Calls are confidential unless Care First believe there is a risk of serious harm to anyone, and they may take appropriate action if needed.

The website is [www.care-first.co.uk](http://www.care-first.co.uk)