



Harassment Policy and Procedure

ITV believes that all employees should be treated with fairness and respect. Harassment in any form, including that based on sex, marital or parental status, race, origin, nationality, religion, disability, age, sexual orientation, or gender reassignment, will **not** be tolerated. To this end we all have a responsibility to encourage and maintain an environment that is free from harassment.

ITV recognises that every employee has the right not to be harassed or feel like they are subject to harassment and have the right to complain if such unacceptable behaviour occurs. If you suffer harassment, you should report the matter to your line manager, the HR department or your Occupational Health Advisor (where available).

The Company will deal with all incidents of harassment with sensitivity and confidentiality. In serious cases, such behaviour may be considered gross misconduct. Proceedings will only be instituted against the alleged harasser if the person who has raised the complaint is in agreement.

Company Procedure

What is harassment?

Harassment can take many forms, ranging from violence and bullying, to less obvious actions like ignoring someone at work. It may be intentional or unintentional and can result in the recipient feeling threatened, humiliated or patronised; it can create an intimidating working environment, interfere with job performance and ultimately company performance, undermine job security, and may cause avoidable demoralisation, stress, anxiety and sickness absence.

Forms of harassment can include (but are not limited to):

- Physical contact;
- Intimidating, threatening or unreasonable behaviour;
- Verbal conduct, for example jokes, offensive language, gossip, slander and letters;
- Non-verbal conduct including posters, graffiti, obscene gestures and emblems;
- Isolation or non co-operation at work.

Responsibility

Every employee has the responsibility not to harass anyone at work. Managers are expected to act sensitively and swiftly as soon as becoming aware of harassment or an allegation of harassment.

What do I do if I believe I am subject to harassment?

If you feel that you are subject to harassment, you should not be afraid to come forward and seek advice and support in confidence from your line manager (or, if that route is inappropriate, from the HR department) to help identify an initial preferred route to address the problem.



Informal Process

The Company recognises the sensitive and upsetting nature of such incidences. It gives full support to the harassed person's right to use an informal approach to halt such unacceptable behaviour.

Wherever possible the employee must immediately ask the person they feel is harassing them to stop. Meanwhile they should keep notes of the times and nature of all harassment incidents. If the harassment continues the employee may wish to initiate the formal process.

Formal Process

The employee reports the incident to their line manager or the HR department. The formal grievance procedure will then be initiated. The employee may wish to make their complaint through a recognised trade union representative or work colleague, who may accompany you throughout the procedure if requested.

The facts of the allegation will be checked as discreetly and quickly as possible and all those involved will be guaranteed a fair and impartial hearing. Assuming the complaints are proven disciplinary action will be one of the routes to be explored as harassment is treated as a serious disciplinary offence under the disciplinary procedure. At all times during the formal process your concerns and situation will be considered before any formal action is taken.

For more information regarding this policy, please contact HR Direct on 0161 835 6565 or your site HR Manager.

THIS POLICY FORMS PART OF AN EMPLOYEE'S TERMS AND CONDITIONS