

Anti-Bullying, Harassment, and Sexual Harassment Policy

Policy Statement: Advance TRS is committed to maintaining a workplace that is free from bullying, harassment, and sexual harassment. This policy applies to all directly employed sales and business services employees, as well as payrolled contractors. We recognise the importance of promoting a respectful and inclusive working environment for everyone associated with Advance TRS.

Definitions:

- **Bullying and Harassment:** Can take various forms, including but not limited to verbal, physical, or written abuse, unwelcome comments, offensive jokes, or any behaviour that creates an intimidating, hostile, or offensive work environment.
- **Sexual Harassment:** Defined under the Equality Act 2010 as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. It includes incidents at work-related events such as conferences, training, and social gatherings.

Reporting Procedure: Employees and payrolled contractors who experience or witness bullying, harassment, or sexual harassment are encouraged to report incidents promptly. Advance TRS is committed to treating all reports seriously and maintaining confidentiality to the fullest extent possible.

First Line Reporting: Employees can report incidents to any of the following individuals:

- Employee Engagement Coordinator
- Management Board Director
- A Mental Health First Aider
- Line Manager

Point of Escalation: If the matter is not resolved satisfactorily at the first line reporting stage, it can be escalated to Paul Metcalfe, Non-Executive Director. Paul Metcalfe is designated to handle escalated cases and ensure a thorough investigation and resolution.

Investigation Procedure: Reports will be promptly and impartially investigated. Investigations will be conducted confidentially, involving relevant parties to gather information. Advance TRS is committed to ensuring fairness and impartiality in the investigation process.

Disciplinary Action: If bullying, harassment, or sexual harassment is substantiated, appropriate disciplinary action will be taken, up to and including termination of employment or contract. The severity of the action will be determined based on the nature and frequency of the behaviour.

Protection Against Retaliation: Advance TRS prohibits retaliation against individuals who, in good faith, report incidents of bullying, harassment, or sexual harassment. Any retaliation will be treated as a separate violation of company policy and will result in disciplinary action.

Advance TRS Ltd.

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Prevention and Awareness: Advance TRS will take proactive steps to prevent bullying, harassment, and sexual harassment by:

1. Providing training to employees and contractors on recognising, preventing, and reporting these behaviours.
2. Conducting risk assessments to identify factors that might increase the likelihood of sexual harassment, such as power imbalances, lone working, or external events.
3. Implementing and maintaining an anonymous reporting system.
4. Addressing harassment by third parties (e.g., customers, clients, or suppliers) and taking steps to mitigate such risks.

Compliance with Updated Sexual Harassment Legislation: In line with the **Worker Protection (Amendment of Equality Act 2010) Act 2023**, Advance TRS is committed to fulfilling its legal duty to prevent sexual harassment. This includes:

- Taking "reasonable steps" to prevent sexual harassment in the workplace.
- Implementing the Equality and Human Rights Commission's (EHRC) guidance and 8-Step Guide on preventing sexual harassment, including regular training, staff engagement, risk assessments, and a clear reporting system.
- Monitoring and evaluating the effectiveness of measures to prevent sexual harassment.

Compliance with Northern Irish Legislation: In addition to the legal obligations in the rest of the UK, Advance TRS is committed to ensuring compliance with relevant Northern Irish legislation, including the Fair Employment and Treatment (Northern Ireland) Order 1998 and Section 75 of the Northern Ireland Act 1998. This ensures protection from discrimination or harassment based on religious belief, political opinion, or other protected characteristics.

Review and Update: This policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements. Employees and contractors will be informed of any updates.

Andy Ridout



Managing Director

January 2025

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