



# at home

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## Policy on bullying and harassment

### **Bullying and Harassment Policy for At-Home Catering Ltd**

#### **1. Introduction**

At-Home Catering Ltd is committed to providing a safe, respectful, and inclusive work environment for all employees. Bullying and harassment of any kind are not tolerated within our organization. This policy outlines our commitment to preventing and addressing bullying and harassment and provides guidelines for reporting and addressing complaints.

#### **2. Scope**

This policy applies to all employees of At-Home Catering Ltd, including full-time, part-time, temporary, and contract workers. It covers behaviour that constitutes bullying or harassment, whether it occurs within the workplace or during work-related activities outside of the office.

#### **3. Definition**

Bullying and harassment encompass a wide range of behaviours, including but not limited to:

- Verbal abuse, insults, or derogatory remarks
- Intimidation or threats
- Exclusion or ostracism
- Offensive jokes or comments
- Unwelcome physical contact
- Discrimination based on protected characteristics such as race, gender, age, religion, disability, or sexual orientation

at Home Catering Ltd, 40 High Street, Cobham, Surrey, KT11 3EB

Tel 01932 86202 or 020 7649 9695 - Email [parties@athomecatering.co.uk](mailto:parties@athomecatering.co.uk)

VAT Registration No: 358 8468 94 Company registered No: 2763948 England Registered Office- 6th Floor Kings House, 9-10 Haymarket, London, SW1Y 4BP



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## 4. Prevention

At-Home Catering Ltd is committed to fostering a culture of respect and dignity in the workplace. We will take proactive measures to prevent bullying and harassment, including:

- Providing training to employees on recognizing and preventing bullying and harassment.
- Communicating clear expectations regarding acceptable behaviour through our code of conduct and policies.
- Encouraging open communication and dialogue among employees.
- Leading by example and addressing inappropriate behaviour promptly and effectively.

## 5. Reporting Procedure

Employees who experience or witness bullying or harassment are encouraged to report it promptly using one of the following channels:

- Directly to their immediate supervisor or manager.
- To the HR department.
- Through the company's anonymous reporting system, if available.

Employees should provide specific details of the incident(s), including dates, times, individuals involved, and any witnesses.

## 6. Investigation and Resolution

Upon receiving a report of bullying or harassment, At-Home Catering Ltd will promptly initiate an investigation. The investigation will be conducted impartially and confidentially, and appropriate action will be taken based on the findings. This may include disciplinary action, up to and including termination of employment, for individuals found to have engaged in bullying or harassment.

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## 7. Support and Protection

At-Home Catering Ltd is committed to providing support to employees who have experienced bullying or harassment. This may include access to counselling services, temporary reassignment of duties, or other measures to ensure the well-being of affected individuals. We will also take steps to protect employees from retaliation for reporting incidents of bullying or harassment.

## 8. Confidentiality

All reports of bullying or harassment will be treated with the strictest confidence to the extent possible, considering the need to investigate and address the reported concerns effectively. Information will only be disclosed on a need-to-know basis and in compliance with applicable laws and regulations.

## 9. Review and Compliance

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any updates or revisions to the policy will be communicated to all employees in a timely manner.

## 10. Contact Information

Employees can report incidents of bullying or harassment through the following channels:

At Home Catering  
Policy on bullying and harassment  
Policy date: 2023- 2024  
Review date: April 2025  
Responsibility: Senior management team