



## Harry's Catering Limited Policy on Stress and Harassment in the Workplace

Policy Number: 0025

Policy Date: 15.08.16

This policy outlines what is expected of our staff in regards to stress and harassment in the workplace and the procedures to follow if they need our help and what disciplinary action will be taken if they are found of harassing another member of staff.

This policy is important as it protects all of our staff and shows we support them.

Here at Harrys we are committed to eliminating all forms of harassment in the workplace. Harassment can be in many forms, whether verbal or physical or even psychological. Some examples of harassment are harassment based on characteristics or beliefs, sexual harassment or bullying. We have developed a policy as part of our commitment to stamping out workplace harassment. If you ever feel harassed in anyway, please come forward to a manager. Due to our open door policy you are able to drop by the office and talk to a manager in confidence. We will then investigate the situation, while it's under investigation you and the person in question will be put on separate shifts. If the person is found guilty of harassment, they may be suspended or there employment may be terminated. If a person is being harassed by a member of public, they will be barred from the venue pending investigation and may be barred indefinitely depending the outcome of the investigation.

Stress can really affect someone's life so it's important it is controlled. A little stress can be good and can push people to reach goals. On the other hand too much stress is not good for anyone. If anyone is feeling overwhelmed we urge them to speak to a member of management we can help. If it is work related we can try resolve the reason you are stressed, but if its money or home related we can do our best to relieve you from this stress. For example reducing or increasing shifts or giving time off with holiday pay.