

HARRASSMENT POLICY

EAST STREET PUB COMPANY LTD

Introduction

East Street Pub Company is committed to providing a safe and inclusive environment for all patrons, employees, and visitors. We believe in maintaining a respectful and harassment-free atmosphere where everyone feels welcome. This policy outlines our stance against harassment and provides guidelines for preventing and addressing any incidents that may occur.

1. Scope

This policy applies to all patrons, employees, contractors, vendors, and visitors within the premises of XYZ Pub, including any affiliated events or activities.

2. Definition of Harassment

Harassment refers to any unwanted or unwelcome behaviour, verbal, physical, or written, that targets individuals based on protected characteristics such as race, colour, religion, gender identity or expression, sexual orientation, national origin, age, disability, or any other legally protected status. Harassment may include, but is not limited to:

- a) Offensive or derogatory comments, slurs, or jokes.
- b) Verbal threats or intimidation.
- c) Unwanted physical contact or invasion of personal space.
- d) Displaying or distributing offensive or inappropriate materials.
- e) Persistent and unwanted advances, propositions, or requests for sexual favours.
- f) Online harassment or cyberbullying.

3. Responsibilities

- a) Management: The management of East Street Pub Company Ltd is responsible for fostering a culture of respect, ensuring compliance with this policy, and promptly addressing any harassment complaints.
- b) Employees: All employees have a duty to treat patrons and colleagues with respect, refrain from engaging in harassing behaviour, and report any incidents they witness or experience.
- c) Patrons and Visitors: Patrons and visitors are expected to adhere to this policy, respect the rights and dignity of others, and report any incidents of harassment to a member of staff.

4. Reporting Procedure

East Street Pub Company Ltd encourages the prompt reporting of any harassment incidents, regardless of the offender's position or relationship to the pub. The following steps should be taken when reporting an incident:

a) Immediate Action: If you feel safe and comfortable doing so, ask the person engaging in harassment to stop. If necessary, remove yourself from the situation or seek assistance from a staff member.

b) Report to Management: Inform a member of the pub's management team about the incident as soon as possible. They will take appropriate action, ensuring your privacy and confidentiality to the extent possible.

c) Documentation: It is important to document details of the incident, including dates, times, locations, names of individuals involved, and any witnesses. Keep any physical evidence, such as offensive messages or pictures.

d) Investigation: Upon receiving a report, management will conduct a thorough and impartial investigation into the alleged harassment. All parties involved will be treated fairly, and confidentiality will be maintained to the extent possible.

e) Disciplinary Action: If an investigation confirms that harassment has occurred, appropriate disciplinary action will be taken, which may include warnings, counselling, retraining, suspension, or termination, depending on the severity of the offense.

5. Retaliation

East Street Pub Company strictly prohibits retaliation against individuals who report harassment or cooperate in an investigation. Any form of retaliation will be treated as a separate violation of this policy and may result in disciplinary action.

6. Awareness and Training

East Street Pub Company Ltd is committed to promoting awareness of this policy and providing regular training to all employees regarding harassment prevention, recognizing signs of harassment, and appropriate response procedures.

Consequences of Policy Violation

Any individual found to have violated this harassment policy may be subject to disciplinary action, up to and including permanent expulsion from XYZ Pub premises and possible legal consequences.

7. Conclusion

East Street Pub Company Ltd values the diversity of its patrons, employees, and visitors. We are dedicated to maintaining a welcoming and respectful atmosphere free from harassment. By adhering to this policy, we can ensure that everyone can enjoy their time at our establishment without fear or discomfort.

This policy is subject to periodic review and may be revised as needed to reflect changes in laws or best practices.

Date:

Signature: