



Qubit

# ANTI-BULLYING & HARASSMENT POLICY

QUBIT INTERIOR SOLUTIONS LIMITED  
PIER HOUSE, THAMES ROAD, DARTFORD, DA1 4SL



# ANTI-BULLYING & HARASSMENT POLICY

Company: Qubit Interior Solutions Limited (Qubit Group)

Location: Pier House, Thames Road, Crayford, DA1 4SL

Prepared By: Kyle McGimpsey

Position: Managing Director

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## 1. Policy Statement

The organisation is committed to providing a working environment in which all employees, workers, contractors, visitors and stakeholders are treated with dignity, fairness and respect.

Bullying, harassment, victimisation and inappropriate behaviour of any kind will not be tolerated. The organisation is committed to promoting a positive, inclusive and respectful workplace culture where individuals feel safe and supported.

All complaints of bullying or harassment will be treated seriously, investigated appropriately and managed confidentially wherever possible.

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## 2. Scope

This policy applies to:

- All employees.
  - Agency workers and contractors.
  - Temporary staff and apprentices.
  - Consultants and visitors.
  - Work-related activities including meetings, training, travel, social events and online communications.
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## 3. Definitions

### Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour involving misuse of power that undermines, humiliates, denigrates or injures the recipient.

Examples may include:



- Persistent criticism or humiliation.
- Verbal abuse or threatening behaviour.
- Excluding individuals from work activities.
- Excessive or unfair monitoring.
- Spreading malicious rumours.
- Abuse of authority or position.

#### Harassment

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics under the Equality Act 2010 include:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity
- Harassment may be:
  - Verbal
  - Non-verbal
  - Physical
  - Written
  - Online or electronic

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## 4. Responsibilities

### Management Responsibilities

Managers and supervisors must:

- Promote respectful behaviour and positive working relationships.
- Address inappropriate behaviour promptly.
- Take complaints seriously and fairly.
- Maintain confidentiality where possible.
- Ensure no retaliation occurs against complainants or witnesses.
- Employee Responsibilities



- Employees are expected to:
  - Treat others with dignity and respect.
  - Refrain from bullying, harassment or victimisation.
  - Report inappropriate behaviour.
  - Cooperate with investigations.
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## 5. Reporting Concerns

Any employee who experiences or witnesses bullying or harassment should report the matter as soon as possible to:

- Their line manager.
  - Human Resources.
  - A senior manager.
  - Another appropriate contact where the complaint involves their manager.
  - Complaints may be raised informally or formally.
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## 6. Informal Resolution

Where appropriate, concerns may initially be addressed informally by:

- Discussing the issue directly with the individual.
  - Requesting mediation or management intervention.
  - Seeking support from HR or management.
  - Informal action may not be appropriate for serious allegations.
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## 7. Formal Investigation

Where a formal complaint is made:

An investigation will be undertaken promptly and impartially.

Relevant evidence and witness statements may be gathered.

All parties will be treated fairly and confidentially.

Appropriate action will be taken following investigation findings.

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## 8. Disciplinary Action

Bullying, harassment or victimisation may constitute gross misconduct and may result in disciplinary action up to and including dismissal.

False or malicious allegations may also result in disciplinary action.

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## 9. Protection from Victimisation

No individual will suffer detrimental treatment for:

- Raising a genuine complaint.
- Supporting another person's complaint.
- Participating in an investigation.
- Victimisation will be treated as a disciplinary matter.

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## 10. Confidentiality

All complaints and investigations will be handled sensitively and confidentially as far as reasonably practicable.

Information will only be shared with those who need to know in order to investigate or resolve the matter.

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## 11. Training and Awareness

The organisation will:

- Promote awareness of this policy.
- Provide training where appropriate.
- Encourage a culture of dignity, equality and respect.

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## 12. Monitoring and Review

This policy will be reviewed periodically to ensure continued effectiveness and compliance with current legislation and organisational requirements.

Reviewed / Approved By:

Name: Kyle McGimpsey

Position: Managing Director

Signature:



Date: 18/05/2026