



FASTVIEW360

superfast video monitoring

ANTI-HARASSMENT AND BULLYING POLICY

2026



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Statement and Purpose of Policy

Fastview360 Limited (the Employer, we or us) is committed to providing a working environment free from harassment, sexual harassment, bullying, discrimination and victimisation and ensuring that all staff are treated, and treat others, with dignity and respect.

The Employer recognizes its legal obligations under the Equality Act 2010, the Worker Protection Act (Amendment of Equality Act 2010) Act 2023 and associated employment legislation and guidance.

The Employer will take all reasonable steps to prevent harassment, including sexual harassment, in the workplace and in work-related settings.

This Policy does not form part of any employment contract and may be amended at any time.

What Does This Policy Cover?

This Policy covers harassment, sexual harassment, bullying, discrimination and victimization occurring:

- In the workplace;
- During work-related travel;
- At work-related events or social functions;
- During remote working;
- Through electronic communications including email, messaging applications, social media and telephone call.

This Policy applies to all staff and all associated persons regardless of seniority or status, including directors, officers, Board members consultants, contractors, agency workers, interns, apprentices, volunteers, agents, intermediaries and any person performing services for or on behalf of the Employer.

This Policy also applies to conduct by third parties including clients, customers, suppliers and visitors.

What is harassment?

Harassment is unwanted conduct related to a protected characteristic (within the Equality Act 2010) which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or individuals.

Sexual harassment includes unwanted conduct of a sexual nature.

Protected characteristics include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership and ethnic or national origin.

Harassment may occur even though the person complaining does not actually possess a protected characteristic but it perceived to have it (for example, when a person is harassed because they are (wrongly) believed to be homosexual) or associates with other people who possess a protected characteristic (for example, because they have a spouse who is Muslim).

A person may also be subject to harassment even if they were not the intended target. For example, a person may be harassed by a sexist joke about a different gender if it creates an offensive environment for them to work in.

Examples of harassment include, but are not limited to:

- Offensive comments, jokes or slurs;
- Unwanted physical contact
- Sexual advances or requests for sexual favours
- Offensive emails, texts, images or social media content ;
- Exclusion or isolation;
- Mocking or mimicking personal characteristics;
- Displaying offensive materials;
- Threats, intimidation or humiliating behaviour;
- Repeated unwelcome requests for social contact.

What is Victimisation?

Victimisation occurs where a person suffers a detriment because they:

- Raised or supported a complaint;
- Acted as a witness;
- Assisted in the investigation;
- Asserted rights under equality legislation.

Victimisation is prohibited and may result in disciplinary action.

What is Bullying?

Bullying is offensive, intimidating, malicious or insulting behavior involving misuse of power that can make a person feel vulnerable, humiliated, undermined, undermined or threatened.

Examples of bullying include, but are not limited to:

- unfair treatment;
- Derogatory remarks;
- Intimidation or threats;
- Abuse of authority;
- Deliberately excluding someone;
- Setting unrealistic objectives designed to cause failure;
- Spreading malicious rumours.

Reasonable management instructions, constructive feedback and legitimate performance management do not amount to bullying when carried out appropriately. deliberately excluding someone from meetings or communications without good reason.

Employer Duties and Preventative Measures

The Employer will take proactive and reasonable steps to prevent harassment and bullying, including:

- Regular staff training;
- Clear reporting channels;
- Prompt investigation of complaints;
- Monitoring workplace culture and psychosocial risks;
- Reviewing policies and procedures annually;
- Taking appropriate action regarding third-party misconduct (see Third-Party Harassment, below).

The Employer may conduct periodic workplace culture assessments and risk reviews to identify inappropriate behaviour patterns and areas requiring improvement.

Third Party Harassment

The Employer does not tolerate harassment or bullying by third parties.

Where complaints involve customers, suppliers, contractors or visitors, appropriate action may include:

- Warnings;
- Restricting access;
- Ending business relationships; or
- Reporting matters to relevant authorities, where appropriate.

Confidentiality and NDAs

The Employer prohibits the misuse of confidentiality clauses or non-disclosure agreements (NDAs) to prevent legitimate reporting of harassment, bullying, discrimination or sexual misconduct.

Nothing in any agreement prevents an individual from:

- Report unlawful conduct;
- Cooperating with investigations;
- Seeking legal advice; or
- Making protected disclosures.

Reporting Complaints

A formal complaint about bullying or harassment should be made in writing and sent to the HR Department, identifying:

- who has been bullying or harassing you;
- the nature of the bullying or harassment;
- the specific acts relied upon as constituting bullying or harassment;
- when the alleged acts of bullying or harassment took place, including the dates and times where possible;
- the names of any witnesses to any of the alleged acts of bullying or harassment; and

- any action that has already been taken to attempt to stop the bullying or harassment from occurring (e.g. informally reporting it to your line manager).

You will be invited to attend a meeting with the HR Department to discuss your complaint. You must make every effort to attend any scheduled meeting under this Policy.

You have the right to be accompanied by a companion to any meeting under this procedure. Your choice of companion will be agreed to if they are either a colleague, a trade union official or a trade union representative (which, if not an employed official, must be certified by their union as competent to accompany a worker) and under the circumstances, you have made a reasonable request to be accompanied.

Your complaint will be investigated in a confidential and timely manner, by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation, including the names of the person accused of bullying or harassment and the person making the complaint, will be disclosed on a 'need to know' basis. We will also consider if any steps are necessary to manage the ongoing relationship and the person accused of bullying or harassment.

When the investigation is completed, you will be informed of the Employer's decision. If we consider that you have been bullied or harassed by a staff member, we will deal with the matter under the Employer's Disciplinary Procedure as a case of possible misconduct or gross misconduct. If we consider that you have been bullied or harassed by a third party, such as a customer or visitor, we will consider what actions will be appropriate to deal with the problem. If you are unhappy with the decision, you can raise an appeal under the formal appeal procedure set out in the section entitled 'Appeal' below.

Regardless of whether your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Appeal

If you are unhappy with the decision and you wish to appeal, you should contact the HR Department within 10 working days of the date of the decision, saying that you disagree with the decision and giving your reason(s) why and, where relevant, providing any new evidence you seek to rely on.

You will then be invited to an appeal hearing, normally within five working days of us receiving your letter of appeal.

Your appeal will be heard by an impartial manager or if necessary an independent HR advisor who has not been part of the process up until the appeal stage. Your appeal will either be a review of your complaint or a complete rehearing, at the Employer's discretion.

After the meeting, you will be given a decision, normally within 24 hours. The Employer's decision is final and there is no further right to appeal.

Supporting and Protecting Those Involved

Staff who make complaints or who participate in good faith in any investigation under this Policy must not suffer any form of victimisation or retaliation as a result. If you believe to

have suffered such treatment, speak to your line manager or HR Department. If the matter is not resolved or remedied, raise it formally under this Policy, where appropriate.

Anyone found to have victimised or retaliated against someone will be subject to disciplinary action under the Employer's Disciplinary Procedure.

If an investigation under this Policy concludes that a malicious or false claim of bullying or harassment has been made, the complainant may be subject to disciplinary action under the Employer's Disciplinary Procedure.

Whistleblowing Protection from Retaliation

No person will suffer retaliation, victimisation or detriment for raising concerns in good faith.

Retaliation against any person involved in a complaint or investigation may result in disciplinary action.

Knowingly false or malicious allegations may also result in disciplinary action.

Keeping Records

The Employer may retain records relating to complaints, investigations and outcomes in accordance with data protection legislation and internal retention policies.

Information will be processed confidentially and only disclosed on a need-to-know basis.

Signed:



Wayne Moss – Managing Director

Date: 12/05/2026

Signed:



Toby Fournier - Head of Legal

Date: 12/05/2026

Review Date – May 2027