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Richardson Rail Services Ltd is committed to providing a work environment where all individuals, be they employees, clients, contractors, or visitors, are treated with dignity and respect. It is our objective to promote a workplace free from bullying, harassment, and discrimination, where everyone can contribute and thrive.

1. Policy Statement

Richardson Rail Services Ltd is committed to providing a work environment where all individuals, including employees, clients, contractors, and visitors, are treated with dignity and respect. It is our objective to promote a workplace free from bullying, harassment, and discrimination, where everyone can contribute and thrive.

Richardson Rail Services Ltd will not tolerate any form of harassment or bullying. This includes any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. The impact on the individual—not the intention of the perpetrator—determines whether behaviour is considered harassment or bullying.

This policy is aligned with the Equality Act 2010 and the ACAS Code of Practice on Disciplinary and Grievance Procedures.

2. Scope

This policy applies to all individuals working for or on behalf of Richardson Rail Services Ltd, including but not limited to full-time, part-time, contract employees, consultants, and third parties, regardless of their position or seniority.

3. Definitions

- Bullying is persistent, offensive, abusive, intimidating or insulting behaviour, which can make a person feel upset, threatened, humiliated or vulnerable.
- Harassment is unwanted conduct related to a relevant protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may also be personal in nature and not related to a protected characteristic, but still unwanted and harmful.

4. Responsibility

Every individual under the scope of this policy has a personal responsibility to adhere to it, treat others with dignity and respect, and not to harass or bully colleagues or others they come into contact with during work.



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5. Procedure

If you believe you have been a victim of bullying or harassment, or if you have witnessed such behaviour, you are encouraged to report it at the earliest opportunity. Concerns can be raised informally or formally:

- Informal resolution may involve supported discussion or mediation.
- Formal complaints will be investigated under the company's disciplinary and grievance procedures.
- Employees have the right to be accompanied during formal meetings.

Reports can be made to:

- Your Line Manager
- Human Resources: Caitlin@richardsonrail.co.uk
- The Managing Director or another senior leader

All reports will be handled promptly, fairly, and in strict confidence. No individual raising a genuine concern or assisting in an investigation will be victimised or treated less favourably.

6. Disciplinary Measures

Any breach of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment.

7. Review

This policy will be reviewed annually and revised as necessary in response to legislative or organisational changes.

By implementing this policy, Richardson Rail Services Ltd aims to promote a healthy and productive work environment that is free from bullying and harassment.

Signed: 

Name: Rhys Ricardson

Position: Managing Director

Date: 10th April, 2025