

Anti-Bullying & Harassment Policy

Document owner: Managing Director, Danpol Ltd.

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Applies to: Employees, agency workers, subcontractors, suppliers, and visitors across all Danpol workplaces, welfare areas, and project sites.

Review cadence: Annual.

1. Policy statement

Danpol Ltd. is committed to a respectful, inclusive environment free from bullying, harassment, victimisation, or intimidation. We comply with the Equality Act 2010, client standards, and Constructionline CAS expectations. This policy sets clear behavioural standards and routes for action.

2. Definitions

- **Bullying:** Offensive, intimidating, malicious, or insulting behaviour intended (or reasonably perceived) to undermine, humiliate, or injure.
- **Harassment:** Unwanted conduct related to a protected characteristic or other personal factor that violates dignity or creates a hostile environment.
- **Victimisation:** Detrimental treatment of someone because they made or supported a complaint.

3. Responsibilities

- Leadership models positive behaviour, challenges poor conduct, and ensures open reporting channels.
- Supervisors intervene immediately when issues arise and document discussions.
- Everyone must treat colleagues, clients, and partners with respect, whether on site, online, or during travel/accommodation.

4. Reporting routes

- Line manager or project lead.
- HR or Mobilisation Governance Team via people@danpol.co.uk.
- Whistleblowing hotline or speakingup@danpol.co.uk for anonymous or escalated concerns.
- Client channels where contractual obligations apply.

Reports are acknowledged within two working days and investigated promptly, respecting confidentiality and fairness.

5. Investigation and outcomes

1. Allegations are assessed to determine informal resolution or formal investigation.
2. Formal cases appoint an impartial investigator who gathers statements and evidence.
3. Findings are reviewed by HR and relevant directors; sanctions may include training requirements, warnings, redeployment, or dismissal.
4. Parties are informed of outcomes (subject to privacy rules) and offered support.

6. Support and prevention

- Toolbox talks and inductions reinforce behavioural expectations.
- Mental Health First Aiders and Employee Assistance Programme provide confidential support.
- Leadership reviews trends quarterly to identify hotspots and deploy additional actions (coaching, rotation, environmental improvements).

7. False or malicious claims

Deliberately false accusations are treated seriously and may result in disciplinary action; however, genuine concerns raised in good faith will never lead to retaliation.

Signed on behalf of Danpol Ltd.:

A handwritten signature in black ink, appearing to read 'Daniel Nowakowski', with a long horizontal stroke extending to the right.

Daniel Nowakowski

Managing Director

1 December 2025

Digitally signed with authorisation stored in the Danpol policy vault.