Summit

PREVENTING BULLYING & HARASSMENT (UK LEGAL ALIGNMENT)

This document is designed to help directors meet their legal, ethical, and governance responsibilities to prevent bullying and harassment, protect employee wellbeing, and reduce organisational risk.

1 KNOW YOUR ORGANISATIONAL NEEDS

- ☐ The organisation has a clear, unambiguous Bullying & Harassment Policy
- ☐ Policy defines unacceptable behaviour with practical workplace examples
- ☐ Applies equally to employees, managers, directors, contractors, and third parties
- ☐ Consequences for breaches are explicit and consistently enforced

2 BOARD LEVEL OWNERSHIP & VISIBILITY

- ☐ A named board sponsor is accountable for bullying and harassment prevention
- ☐ Policy is formally approved and reviewed by the board
- ☐ Directors visibly reinforce expected behaviours in communications and meetings

3 PROACTIVE COMMUNICATION (NOT "POLICY ON A SHELF")

- ☐ Expectations are communicated regularly, not only during incidents
- ☐ Messaging reinforces that bullying and harassment are organisational risks, not HR issues
- ☐ Managers are required to discuss standards during induction and team briefings

4 SAFE & ACCESSIBLE REPORTING ROUTES

- ☐ Multiple reporting options exist (manager, HR, independent/external)
- ☐ Reporting routes are clearly explained and easy to access
- ☐ Confidentiality and non-retaliation are explicitly stated and enforced

Board Test:
Would a junior employee genuinely feel safe raising a concern?

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5 ENCOURAGING EARLY REPORTING

- [ ] Leaders actively encourage concerns to be raised early
- [ ] Employees are reassured that reporting is responsible, not disloyal
- [ ] Retaliation is treated as a serious disciplinary offence

6 MANAGER CAPABILITY & TRAINING

- [ ] Managers are trained to:
  - Manage performance without intimidation
  - Give feedback constructively
  - Handle conflict early and appropriately
- [ ] Promotion decisions consider behavioural competence, not results alone

7 EARLY INTERVENTION & INFORMAL RESOLUTION

- [ ] Leaders challenge inappropriate behaviour when first observed
- [ ] Informal resolution is used where appropriate and safe
- [ ] Escalation thresholds are clear and consistently applied

8 FAIR, TIMELY & DEFENSIBLE INVESTIGATION

- [ ] Complaints are handled promptly and professionally
- [ ] Investigations are impartial and proportionate
- [ ] Outcomes are documented and legally defensible

9 DATA, OVERSIGHT & ASSURANCE

- [ ] Board receives regular insight on:
  - Themes and trends (not just case numbers)
  - Exit interview patterns
  - Employee survey data on respect and psychological safety
- [ ] Actions are tracked and followed up

10 CONSISTENCY & ACCOUNTABILITY

- [ ] Standards are applied regardless of seniority or performance
- [ ] High performers are not exempt from behavioural expectations
- [ ] Directors hold themselves to the same standards as employees