



Anti-Bullying and Harassment Policy

Updated: Feb 2025

Due for Review: Feb 2026

Anti-Bullying and Harassment at Work Policy

1. Introduction This policy outlines the commitment of Rural Media (incorporating Rural Media Charity and Rural Studios Ltd.) to provide a work environment free from bullying, harassment, and any form of discriminatory behavior. The Company believes that all employees have the right to be treated with dignity and respect and is committed to preventing bullying and harassment in the workplace.

2. Purpose The purpose of this policy is to:

- Promote a work environment that fosters mutual respect and understanding.
- Ensure that all employees are aware of their rights and responsibilities in preventing bullying and harassment.
- Provide clear guidelines for reporting and handling incidents of bullying and harassment.
- Offer support and protection to employees who report incidents of bullying or harassment.

3. Scope This policy applies to all employees, contractors, consultants, interns, and anyone who conducts business on behalf of Rural Media. It covers behavior

both during working hours and outside of working hours if it directly impacts the work environment.

4. Definition of Bullying and Harassment

- **Bullying:** Bullying is repeated and unreasonable behavior directed towards an individual or group that creates a risk to health and safety. This can include behaviors such as verbal abuse, threats, humiliation, or undermining an individual's work performance.
- **Harassment:** Harassment refers to unwanted, offensive behavior that creates an intimidating, hostile, or humiliating environment for an individual. Harassment can be based on race, gender, religion, disability, age, sexual orientation, or any other characteristic protected by law. It can include verbal, non-verbal, or physical conduct.

5. Examples of Bullying and Harassment Examples of bullying and harassment include, but are not limited to:

- Offensive jokes, comments, or slurs
- Insulting or derogatory remarks
- Spreading malicious rumors or gossip
- Deliberate exclusion or isolation of an individual
- Physical aggression or threats
- Unfairly undermining someone's work or professional reputation
- Sexual harassment, such as unwanted physical contact, advances, or suggestive comments
- Abusive emails, texts, or other forms of electronic communication

6. Employee Rights and Responsibilities Employees are expected to:

- Treat others with respect and dignity at all times.
- Be aware of the impact their behavior may have on others.
- Speak up and report any incidents of bullying or harassment they witness or experience.
- Cooperate in investigations into reported incidents.

Employees have the right to:

- Work in an environment free from bullying and harassment.
- Be treated fairly and with respect, without fear of retaliation for reporting bullying or harassment.

- Access support if they feel affected by any form of harassment or bullying.

7. Reporting Procedures Employees who experience or witness bullying or harassment should report it immediately to one of the following:

- Their immediate supervisor or manager
- Their Producer or Head of Production
- Human Resources
- A designated company officer or support person

Reports can be made verbally or in writing, and every effort will be made to treat the report confidentially.

8. Investigation Process Upon receiving a report of bullying or harassment, Rural Media will:

- Acknowledge receipt of the report.
- Investigate the incident in a prompt and fair manner, ensuring confidentiality to the extent possible.
- Take appropriate action based on the findings of the investigation, which may include counseling, mediation, or disciplinary action.
- Inform the complainant and the alleged perpetrator of the outcome and any follow-up actions.

9. Retaliation Retaliation against an employee who reports bullying or harassment in good faith is strictly prohibited. Any retaliation, including further bullying or harassment, will be treated as a serious violation of this policy and will result in disciplinary action.

10. Support and Resources Rural Media is committed to supporting employees who report bullying or harassment. Employees can access the following resources:

- Employee Assistance Programs (EAP)
- Counselling services
- Mediation and conflict resolution services
- Legal advice or support

11. Disciplinary Action Any employee found to have engaged in bullying or harassment may be subject to disciplinary action, up to and including

termination of employment. The severity of the action will depend on the nature of the incident and any previous history of such behavior.

12. Policy Review This policy will be reviewed regularly to ensure its effectiveness and relevance. Any necessary updates will be communicated to all employees.

13. Conclusion Rural Media is dedicated to fostering a respectful and safe work environment for all employees. Bullying and harassment are not tolerated in any form, and the company is committed to addressing and preventing any behavior that undermines the dignity of its employees.

Useful resources and contacts for more help and advice

- [The Film and TV Charity: 0800 054 0000](#)
- [Acas free confidential helpline: 0300 123 1100](#), or Text Relay 18001 0300 123 1100
- [Gov.uk website: Workplace bullying & harassment](#)
- [NHS Choices: Live Well – Bullying at work](#)

This policy will be distributed to all employees and be made publicly available in our Quest HR system and on our website. This policy has been written with advice from Screenskills, BFI and Film and TV Charity