

# Co-op Anti Bullying, Harassment & Discrimination Policy - Suppliers



This policy applies to all contractors, sub-contractors, suppliers and 3<sup>rd</sup> parties (together referred to as “Suppliers”) providing services (including Goods for Resale (GFR) and Goods and Services Not for Resale (GNFR)) to Co-op (“Services”).

We expect our Suppliers to ensure that their staff and representatives involved in the provision of Services and ongoing governance of a contract with Co-op (“Supplier Personnel”), comply with the standards and procedures set out in this Policy.

Here at the Co-op we have a zero-tolerance approach to any form of bullying, harassment or discrimination and will take any allegations very seriously. We aim to ensure that all our colleagues are treated, and treat others, with dignity and respect.

Our colleagues all have a responsibility to create a culture where bullying, harassment and discrimination don’t happen, and to challenge and/or report it if they see it happening. We have an internal [Coop Bullying, Harassment and Discrimination Policy](#) that applies to our colleagues, including agency workers and individual contractors, which sets out our standards and expectations.

This policy extends those standards and expectations to Suppliers.

Co-op will not accept bullying harassment or discrimination of colleagues by Supplier Personnel. We encourage informal resolution in the first instance, however if this is not appropriate or possible, we ask our colleagues to follow our Grievance Policy and Process. We take such complaints seriously and will investigate. We also expect our Suppliers to take similar action.

If we find that Supplier Personnel have bullied, harassed, or discriminated against any of our colleagues we will take appropriate action, which may include the termination of contracts and/or a request the removal of certain Supplier Personnel from the ongoing provision of Services to Co-op.

Equally bullying, harassment or discrimination from Co-op colleagues towards Supplier Personnel is not tolerated. If Supplier Personnel experience any such behaviour we encourage informal resolution in the first instance, however if this is not appropriate or possible, Suppliers should report it to their main Co-op contact in the first instance. We will treat any such complaints seriously, investigate and take action as appropriate.

## What is bullying?

Supplier Personnel must not engage in any form of bullying of Co-op colleagues.

Bullying can be described as unwanted behaviour from a person or group that is either:

- offensive, intimidating, malicious or insulting

- an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone.

The bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or calls
- happen at work or in other work-related situations
- not always be obvious or noticed by others.

Examples of bullying include:

- physical or psychological threats, intimidating behaviour
- making inappropriate remarks
- continuously putting someone down
- deliberately holding back or "losing" information, or deliberately not passing on messages or giving wrong or unclear information
- shouting at, or deliberately ignoring or excluding someone
- putting humiliating, offensive or threatening comments or photos on social media

Bullying is not:

- constructive feedback
- conflict or difference of opinions provided that they are put forward in a constructive way.

## **What is harassment?**

Supplier Personnel must not engage in any form of harassment of Co-op colleagues.

Harassment is when someone behaves in a way which makes a colleague feel distressed, humiliated or threatened.

It includes harassment as defined under the Protection from Harassment Act 1997, and harassment as defined under the Equality Act 2020.

Examples of harassment under the Protection from Harassment Act include:-

- stalking
- abuse and bullying online
- unwanted emails or visits
- verbal abuse or threats

Harassment under the Equality Act is when bullying or unwanted behaviour is about particular characteristics, namely:

- sex
- disability
- age
- race and ethnic or national origin

- sexual orientation
- gender reassignment
- religion or religious belief
- political opinion (in Northern Ireland).

It includes unwanted conduct that is sexual in nature and treating someone badly because they either rejected it or because they went along with it.

If someone's behaviour is unwanted and causes offence, even if it wasn't done on purpose, it may be harassment. The unwanted behaviour doesn't have to be aimed at someone for them to be offended by it. If it creates an intimidating or offensive environment for them or anyone else, then it could be harassment under the Equality Act.

Examples include:

- sexually suggestive jokes, comments or innuendo
- unnecessary touching
- offensive remarks about someone's race, ethnic or national origin
- ridicule or assumptions based on racial stereotypes
- spreading rumours or gossip about someone's sexual orientation or gender
- making jokes or offensive remarks about someone's disability
- excluding someone because of their political opinion or religious group.

## **What is discrimination?**

Supplier Personnel must not engage in any discrimination of Co-op colleagues.

By law, being discriminated against is when anyone is treated unfairly because of any of the following:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- race
- religion or belief
- sex
- sexual orientation.

It's against the law for anyone to treat others unfairly because of these characteristics.