

ANTI-HARRASSMENT AND BULLYING POLICY

Our workforce has the right to a working environment free from all forms of discrimination, harassment, bullying or victimisation, and Rightmove does not permit or condone any such behaviour.

We expect all members of our workforce to conduct themselves in a manner which is courteous and considerate to, and displays respect for the needs, sensitivities and dignity of colleagues, consumers and customers. We expect such behaviour in work and work related social activities, both during and outside working hours and on and off our premises. You have a personal responsibility to behave in a manner which is not, nor is likely to be perceived as, offensive to others. Particular care should be taken when social activities involve the consumption of alcohol, and for further information on our expectations in relation to alcohol consumption please see the Code of Conduct.

All members of our workforce should take the time to ensure they understand what types of behaviour are unacceptable under this policy and should always consider whether their words or conduct could be offensive, as even unintentional harassment or bullying is unacceptable.

Any breach of this policy will render the individual responsible liable to disciplinary action, including, for serious or repeated behaviour, the possibility of summary dismissal. In addition, individuals can be legally liable for harassment and ordered to pay compensation by a court or employment tribunal, and in some cases can be prosecuted where their behaviour constitutes a criminal offence.

1. DISCRIMINATION

1.1 For further details regarding prohibited forms of discrimination, see the Equality policy.

2. HARASSMENT

2.1 Harassment is not always easy to identify but it covers any conduct which:

2.1.1 is based on a person's sex, gender reassignment, sexual orientation, disability, religion or belief, age or race, and which is unwanted by the recipient; or

2.1.2 is of a sexual nature and unwanted by the recipient; and

2.1.3 which and has the purpose or effect of:

(a) violating the recipient's dignity; or

(b) creating an intimidating, hostile, degrading, humiliating or offensive work environment for the recipient.

2.2 The harassment may be persistent or an isolated incident. It includes not only unwelcome physical contact or assault but also offensive and suggestive remarks or gestures, intimate questions, "jokes" (e.g. teasing, nicknames, gender, disability, religion, sexual orientation, age or race-related comments about dress or appearance), or displaying suggestive or offensive pictures or written material.

2.3 Remember: the intention behind your conduct is irrelevant. It is important not to behave in such a way that another person may perceive as amounting to harassment.

2.4 Harassment may also be carried out by third parties such as consumers and customers. If you feel that any third party has engaged in harassment towards you or a colleague, you should raise the issue as set out below.

3. BULLYING

3.1 Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through intimidation or fear.

3.2 Bullying can occur at or near the workplace or at work-related functions, and can cause an unhappy, distrustful and stressful atmosphere and, if not dealt with promptly and fairly, often leads to sickness absence, increased workforce turnover and deteriorating morale and performance levels.

3.3 Bullying does not include legitimate and justifiable criticism of a person's behaviour or job performance that is conducted in an appropriate manner.

4. VICTIMISATION

Victimisation is less favourable treatment of someone who has complained or given information about discrimination, harassment, bullying or supported someone else's complaint.

5. RAISING CONCERNS

5.1 Everyone is responsible for ensuring that we have a working environment free from discrimination, harassment, bullying and victimisation.

5.2 If you experience or witness actions that you consider to be contrary to this policy, you are encouraged where possible to speak up publicly at the time to let the individual know their behaviour was not acceptable, in a calm and respectful manner. Equally, if a colleague informs you that they consider you to have behaved inappropriately, you should immediately be willing to correct your behaviour, apologise and learn from the experience, helping us create a more inclusive environment.

5.3 However, we recognise that it will not always be possible and/or appropriate to resolve issues directly in this way. Any member of our workforce who knows or suspects that such acts are occurring within Rightmove should advise their manager or a member of HR immediately to ensure that appropriate investigation and action can be taken. This can be done on an anonymous basis if necessary, including through Rightmove's Whistleblowing policy.

5.4 If you feel that you have been discriminated against, bullied or subjected to harassment or victimisation, you are encouraged to raise the matter with your manager or through our Grievance procedure. Rightmove will take any such concerns seriously, and address them promptly and confidentially where possible.

5.5 No member of our workforce who reports such behaviour in good faith will be subjected to any detriment by Rightmove as a result. However, false allegations which are found to have been made in bad faith may be dealt with under our Disciplinary procedures.