

Anti-bullying policy

Last update: April 2021

Anti-Bullying Policy for Socialab Advertising PC

1. Introduction:

At Socialab, we pride ourselves on cultivating an inclusive, empowering, and positive work environment. We understand that our success as an agency is intertwined with the well-being of our employees. As such, we are committed to ensuring a workplace free from bullying, where every individual feels respected, valued, and safe.

2. Purpose:

This policy aims to:

Define what constitutes bullying within Socialab.

Provide clear guidance for reporting and resolving incidents of bullying.

Reinforce our commitment to a supportive work environment for all staff members.

3. Definition of Bullying:

Bullying at Socialab is defined as any repeated, offensive, abusive, intimidating, or malicious behavior that undermines, humiliates, or adversely affects the well-being of the recipient. This can manifest in various forms, including but not limited to:

- Spreading malicious rumors or gossip.
- Deliberate exclusion or victimization.
- Constant ridicule or demeaning comments.
- Deliberately undermining a competent worker without just cause.
- Overbearing supervision or inappropriate misuse of authority.
- Making threats or comments about job security without foundation.

4. Reporting Bullying:

Any member of Socialab should report incidents of bullying to their immediate supervisor in the first instance. If the supervisor is involved, or if the individual feels uncomfortable doing so, they should escalate the matter to HR or another senior manager.

5. Procedures:

Every report will be acknowledged within 48 hours. An impartial investigation will commence promptly, ensuring fairness and transparency. Interviews may be conducted with all parties involved, including witnesses.

If bullying is confirmed, appropriate corrective measures will be taken. This can range from counseling, mediation, or disciplinary actions against the perpetrator, up to and including termination.



6. Confidentiality:

Socialab is committed to ensuring the utmost discretion and confidentiality during the entire process. The details of the complaint, investigation, and any subsequent actions will be kept confidential to protect all parties involved.

7. Protection against Retaliation:

Retaliation against an individual for reporting bullying, or for participating in an investigation, is a violation of this policy. Acts of retaliation will be met with strict disciplinary actions.

8. Training and Awareness:

All employees will undergo training on this policy during their onboarding and periodically thereafter. Managers and team leads will receive specialized training on identifying, preventing, and addressing bullying. Awareness campaigns will be conducted annually to reinforce the importance of a bully-free workplace.

9. Review and Feedback:

This policy will undergo an annual review to ensure its relevance and effectiveness. Feedback from employees will be actively sought to continuously refine and improve the policy.

10. Responsibility:

While everyone at Socialab shares the responsibility to foster a bully-free environment, managers and team leads hold a special duty to lead by example and to address bullying issues with urgency and sensitivity.