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LOST ART LIMITED: ANTI-BULLYING POLICY

1. Purpose

Lost Art Limited is committed to providing a safe, respectful, and inclusive working environment, free from bullying and harassment. This policy outlines our approach to preventing, addressing, and resolving bullying in the workplace.

2. Scope

This policy applies to all employees and where applicable co-workers on projects on which we are engaged, regardless of role or seniority, and covers behaviour in the workplace, during work-related travel and at work-related events.

3. Definition of Bullying

Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Examples include:

- Verbal abuse, insults, or offensive jokes
- Spreading malicious rumours
- Deliberately excluding someone from work activities
- Unreasonable work demands or undermining someone's work

4. Responsibilities

- **Management:** Lead by example, address concerns promptly, and ensure staff are aware of this policy.
- **Employees:** Treat others with respect, report incidents, and cooperate in investigations.

5. Reporting Procedure

- Raise concerns with your line manager, HR, or the Office Manager
- Reports can be made verbally or in writing.
- All complaints will be treated seriously, confidentially, and without victimisation.

6. Investigation Process

- An impartial investigation will be conducted promptly.
- Both the complainant and the alleged person will have the opportunity to present their account.
- Outcomes may include mediation, training, or disciplinary action.

7. Support

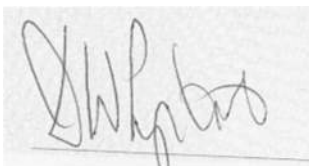
Employees affected by bullying will be offered access to support services or counselling, whichever they deem appropriate given the alternatives offered to them.

8. Review

This policy will be reviewed annually to ensure it remains effective and compliant with current legislation.

Review copy: Jan 2026

Signed: Dominic Liptrot, Managing Director

A handwritten signature in black ink, appearing to read 'D Liptrot', is written over a horizontal line. The signature is cursive and somewhat stylized.

Policy owner	Damian Liptrot/Office Manager
Approved by	Dominic Liptrot/Managing Director
Effective date	01/01/2026
Review date	01/01/2027
Version	26/1