

# INSTMC ZERO TOLERANCE OF ABUSE AND HARASSMENT POLICY

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The Institute of Measurement and Control

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# Institute of Measurement and Control (InstMC)

## Zero Tolerance Policy

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The Institute of Measurement and Control (InstMC) upholds the highest standards of professional conduct. This Zero Tolerance Policy sets out our commitment to provide a safe, respectful, and inclusive environment for everyone engaged with the Institute and makes clear that abuse, harassment, or bullying of any kind will not be tolerated. This Policy forms Annex A to the InstMC Code of Conduct and must be read alongside the Code and the InstMC Disciplinary Procedure.

### 1. Purpose and Scope

The Institute of Measurement and Control (InstMC) is committed to maintaining a professional, inclusive community in which everyone is treated with dignity, courtesy, and respect.

This Policy applies to all staff, members, volunteers, contractors, and stakeholders engaged in any form of activity, communication, or representation connected with the Institute, whether online, in meetings, or through any digital or written correspondence.

This Policy supports and complements the InstMC Code of Conduct and the InstMC Disciplinary Procedure. Together, these documents affirm our commitment to professional integrity, equality, diversity, inclusion, and a positive environment for all.

### 2. Policy Statement

InstMC has a moral and professional duty to ensure that its people can work and interact without fear of abuse, harassment, bullying, or discrimination.

We recognise that everyone has the right to be treated with respect, and that mental and emotional wellbeing are as important as physical safety.

Everyone interacting with the Institute whether online, in meetings, or at events is expected to uphold the principles of courtesy, respect, and professionalism as set out in our Code of Conduct.

The Institute therefore operates a zero-tolerance approach to any form of:

- verbal, written, or physical abuse;
- bullying, intimidation, or harassment;
- discriminatory, offensive, or inflammatory behaviour;
- persistent use of aggressive tone, language, or swearing;
- misuse of digital or social media platforms to cause distress or harm.

### 3. Expected Behaviour

All individuals engaging with the Institute must:

- treat others with courtesy, professionalism, and respect at all times;
- communicate constructively and avoid language or actions that could cause offence or distress;
- act in accordance with the InstMC Code of Conduct; and

- contribute to a culture of safety, inclusivity, and fairness.

No member of staff, volunteer, or member should feel threatened, humiliated, or demeaned in any interaction connected with the Institute. We support anyone who experiences or witnesses unacceptable behaviour in coming forward to report it without fear of reprisal.

#### 4. Reporting Concerns

If you experience or witness abusive, bullying, or harassing behaviour, you are encouraged to:

1. **Raise the issue informally**, where appropriate, by challenging or reporting the behaviour in a calm and professional manner; or
2. **Report the matter formally** to the Chief Executive (or, if the concern relates to the Chief Executive, to the President), who will ensure that it is reviewed in line with the Disciplinary Procedure.

Individuals should feel empowered to terminate a conversation, online exchange, or meeting immediately if they experience abusive or bullying behaviour, and to report the incident through the appropriate channel.

Anonymous reports will be handled sensitively, though confidentiality may limit the action the Institute can take.

All concerns, however minor they may appear, will be taken seriously and addressed appropriately through the relevant procedures.

#### 5. Consequences of Misconduct

Behaviour that breaches this Policy may constitute misconduct or improper conduct under the InstMC Code of Conduct.

Depending on the circumstances, such behaviour may result in disciplinary action under the InstMC Disciplinary Procedure, including suspension or termination of membership, or removal from roles or responsibilities within the Institute.

Behaviour by staff that breaches this Policy will be dealt with in accordance with InstMC's internal employment and HR policies.

All allegations will be taken seriously and investigated thoroughly. Where behaviour amounts to a criminal offence, for example, threats, harassment, or physical assault, the Institute will report the matter to the police.

#### 6. Support and Commitment

InstMC is committed to supporting the wellbeing of everyone involved in its activities.

We encourage a culture of openness and accountability in which individuals feel able to speak up, seek help, and challenge unacceptable behaviour.

All staff, members, and volunteers share responsibility for maintaining a professional, respectful, and safe environment that reflects the values of our Institution and the engineering profession.